



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 03 OF 2026

DATE ISSUED 30 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](http://www.thensg.gov.za).

### AMENDMENT

: **DEPARTMENT OF PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Director-General: Planning, Monitoring and Evaluation with Ref No: 01/2026 was advertised in Public Service Vacancy Circular 02 dated 23 January 2026. The closing date is extended from 06 February 2026 to 13 February 2026.

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## DEPARTMENT OF AGRICULTURE (DOA)

**CLOSING DATE**  
**NOTE**

: 13 February 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 representivity 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.

**ERRATUM:** The positions of Scientist Productions - Grade A (X2 Posts) with Ref No: 3/3/1/30/2025 for the Directorate: Genetic Resources: Gauteng (Pretoria): Head Office that was advertised in the Public Service Vacancy Circular 01 dated 16 January 2026 has reference. The Centre was incorrectly stated in the Public Service Vacancy Circular 01; the correct Centre is Directorate: Genetic Resources: Western Cape (Stellenbosch Office). The closing date for these positions is now extended to 06 February 2026 at 16:00. The Department apologises for any inconvenience caused.

## OTHER POSTS

|                            |   |   |
|----------------------------|---|---|
| <b><u>POST 03/01</u></b>   | : | <b><u>SCIENTIFIC MANAGER GRADE A REF NO: 3/3/1/40/2025</u></b><br>Directorate: Land Use and Soil Management   |
| <b><u>SALARY</u></b>       | : | R1 099 488 per annum, (OSD), (all-inclusive package to be structured in accordance with the OSD rules)  |
| <b><u>CENTRE</u></b>       | : | National Office: Gauteng (Pretoria)   |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in a possession of a Grade 12 Certificate and a MSc Degree in agriculture or equivalent Agricultural NQF level 9 qualifications. SACNAP registration as a Professional Natural Scientist (Agriculture, Soil Science). 6 years relevant post qualification experience in the field of natural agricultural resources management. Appropriate experience in the application of Geographical Information System (GIS) within the field of natural agricultural resources assessment and inventories. Job Related Knowledge: Knowledge and application of Conservation of Agricultural Resources Act 43 of 1983, Subdivision of Agricultural Land Act 70 of 1970, Preservation and Development of Agricultural Land Act, 39 Of 2024, Spatial Data Infrastructure Act 54 of 2003 and Spatial Planning and Land Use Management Act 16 of 2013. Advanced knowledge and understanding of the natural agricultural resources of South Africa, the protection and long-term sustainable use thereof within a set of related systems. Broad knowledge and understanding of natural agricultural resource, sustainable land use and data policies, conventions, legislations, regulations, norms and standards. Broad knowledge and understanding of research, research principles, methodologies and approaches use for natural agricultural resources / sustainable land use. Knowledge of stand-alone mobile and internet based Geographical Information Systems, applications and tools including the principles, concepts, modelling and software packages used. Knowledge regarding the methodologies / formats used and the application thereof in the development of user requirements, system specifications and test cases. Knowledge to develop and present training courses on the use of data, Information and Systems (including GIS) and the interpretation / limitations and the use of available data. Knowledge on effective stakeholder management including leadership, consultation, negotiation and development. Knowledge on effective management of personnel, HR matters and assets including effective project management. Knowledge of relevant computer equipment, hard and software. Job Related Skills: Geo- data collection, verification, analysis and modelling, interpretation, visualisation and publishing with regards to: Land capacity, Land suitability, Agricultural potential, Agricultural ecological and land use zones, Land use systems & practices and conservation status of the natural agricultural resources. Formulation, interpretation and implementation of related policies, legislation, strategies and standards. Analytical and critical/strategic thinking, monitoring, analysis, report writing, communication and presentation skills including verbal and electronic exchange of information, national as well as international verbal presentations on complex topics, complex scientific publications, governance related motivations and project management. Planning organisation, execution maintenance and problem-solving pertaining to GIS. Ability to develop and present training courses on the collection, management and use of Geo-referenced data, information and knowledge. Development of user and systems requirements in the absence of establishment frameworks based on research and user needs. Ability to manage personnel, knowledge and change. Computer skills. Customer focus and responsiveness. Extended working hours. Travelling. Valid driver's license. |
| <b><u>DUTIES</u></b>       | : | Provide leadership to develop and implement national policy, regulatory strategic and administrative frameworks/ systems to manage the collection, use and preservation of data, information and knowledge require for the planning, management and sustainable use of natural agricultural resources. Develop relationships and collaborations with provincial, national, regional and international counterparts. Provide inputs and/or develop policies, legislation, strategies and administrative systems to ensure the collection, analysis, dissemination, use and archiving of data, information and knowledge. Evaluate and monitor the effectiveness, efficiency of and compliance with policies, legislation and administrative systems and guide the setting of scientific standards, specifications and service standards. Provide expert support and advice to stakeholders. Oversee the development and application of scientific/technical methodologies, procedures and standards to ensure the  |

availability and use of geo-referenced data, information and knowledge, monitor the efficiency thereof and evolve with new technology. Develop relationships and collaborations with provincial, national and international counterpart. Design scientific methodologies, procedures and standards for and ensure the collection, analysis dissemination, use and archiving of scientific data and information. Present and exchange scientific data, information and knowledge at national, regional and international forums. Evaluate and monitor the efficiency/impact of methodologies, systems, standards and the accuracy of data and information. Provide expert support and advice to stakeholders. Lead and coordinate research programmes/projects and conduct research to deliver the data, information and knowledge required for the planning, management and sustainable use of the natural agricultural resources. Lead, co-ordinate and conduct basic (fundamental) and applied research. Liaise with relevant bodies/councils on science related matters. Ensure knowledge generation and dissemination. Formulate and evaluate research proposals. Review scientific reports and publications. Compile research reports, publish and present research findings. Source funding for research projects. Manage the development of human resources effectively and efficiently. Continuous own professional development to keep up with new technologies and procedures. Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes. Manage the development and performance of staff.

|                            |   |  |
|----------------------------|---|--|
| <b><u>ENQUIRIES</u></b>    | : | Mr R K Mompholo Tel No: (012) 319 7687   |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SMrecruit402025@nda.gov.za">SMrecruit402025@nda.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | Coloured and Indian Males and African, Coloured and Indians Females, and persons with disability are encouraged to apply.  |
| <b><u>POST 03/02</u></b>   | : | <b><u>SCIENTIST PRODUCTION GRADE A REF NO: 3/3/1/38/2025</u></b><br>Directorate: Food Safety and Quality Assurance   |
| <b><u>SALARY</u></b>       | : | R761 157 per annum, (OSD), (all-inclusive package structured in accordance with the OSD rules)   |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)   |
| <b><u>REQUIREMENTS</u></b> | : | Science degree (BSc)(Hon) in Food Sciences / Food Technology or relevant qualification. 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 experience. Job Related Knowledge: Applicants must have knowledge of Public Service and Departmental prescripts/policies. Public Finance Management Act (PFMA). Agricultural Products Standard Act 119 of 1990. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job Related Skills: Programme & project management. Scientific methodologies. Research & development. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgment. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organizing. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals. |
| <b><u>DUTIES</u></b>       | : | Develop and implement methodologies, systems and procedures. Evaluate, Compile and amend regulations, product standards, policies, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft/amend regulations, export standards and requirements for local and imported agricultural products. Identify food safety and quality risks by monitoring international standards, best practices, and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette  |

notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and/or guidelines on the interpretation of the relevant Act and assisting with and reviewing of the implementation thereof by other divisions. Perform scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the Agricultural Products Act (APS Act) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Conduct import and export risk assessment on agricultural products and issue certification documentation accordingly. Process applications for dispensations, registrations, etc. Obtain, evaluate and disseminate information on international trends to local industries to keep them informed of new trends/requirements. Manage and maintain databases and information related to the following. registrations and /or cancellation of labels for the export of agricultural products, maximum residue limits (MRLs) for processed products, etc, destined for export, newly published regulations, import and export standards, notices and draft regulations and standards for gathering public comments, and Standard Operating Procedures. Research and Development. Liaise with national and international stakeholders, industry role players, other departments and DoA officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South African (SA) industries and other divisions informed of new trends/requirements. Participate in the formulation of SA's positions in international meetings with regard to the harmonization of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies, and production practices to ensure compliance with national and international food safety and quality requirements for agricultural products in terms of South Africa's membership to international standard setting bodies (e.g, United Nations Economic Commission for Europe, Codex Alimentarius Commission, and Organisation for Economic Co-operation and Development etc.) Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human Capital and Development. Mentor, train and develop staff in order to promote skills/knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.

**ENQUIRIES  
APPLICATIONS**

: Dr Mbulaheni Mutengwe Tel No: (012) 319 6121  
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SPrecruit382025@nda.gov.za](mailto:SPrecruit382025@nda.gov.za)

**NOTE**

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

**POST 03/03**

: **SCIENTIFIC TECHNICIAN - GRADE A REF NO: 3/3/1/29/2025**  
Directorate: Genetic Resources

**SALARY  
CENTRE  
REQUIREMENTS**

: R391 671 per annum  
: Western Cape (Stellenbosch)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Science / Biological Science / Botanical Science or 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 Plant Breeder's Rights Act and Plant Improvement Act. 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.

**DUTIES**

: Develop and implement methodologies, policies, systems and procedures relevant to evaluation of new plant varieties. 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. Prepare for and participate in research activities. Collect data through field surveys. Maintain, calibrate and operate scientific equipment. Provide technical support and advice relevant to evaluation of new plant varieties. 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 relevant to evaluation of new plant varieties. Preparation of data and routine interpretation. Manage database. Analysis of technical scientific data. Disseminate 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 relevant to evaluation of new plant varieties. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Review equipment. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Develop human capital. 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.

**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 [STrecruit292025@nda.gov.za](mailto:STrecruit292025@nda.gov.za).

**NOTE**

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

**POST 03/04**

: **SENIOR AGRICULTURE REGISTRATION OFFICER REF NO: 3/3/1/37/2025**  
Directorate: Agriculture Inputs Control

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 per annual  
: Gauteng (Pretoria)  
: Applicant must be in possession of a Grade 12 certificate and National Diploma or B-Degree in Public Management or Administration / Office Administration (NQF 6). Must have a minimum of one (1) year relevant experience. Job-Related Knowledge: Knowledge of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act No.36 of 1947 together with its regulations and standard operating procedures. Public Service Regulations, Procurement procedures. Regulations relating to agricultural inputs, pest control operators and sterilizing plants. Public Finance Management Act (PFMA), Planning and organizing. DPSA HR policies and prescripts. Job Related Skills: Supervisory skills, Planning and executions, Good interpersonal skills, Problem solving skills, Computer literacy, report writing, Ability to communicate well with people at different levels. Customer services skills, Telephonic etiquette, Motivational skills, Innovative thinking and Communication skills (verbal & written). The candidate must be willing to work extended hours and be in a possession of a valid driver's license.

**DUTIES**

: To coordinate and oversee the provision of administrative services in the registration of agricultural inputs in line with relevant legislations. Manage the registration of agricultural remedies applications in terms of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No. 36 of 1947). Respond to routine enquires with both the internal and external stakeholder. Develop and ensure maintenance of information databases and records management system. Verify the correctness of the registration documents issued to stakeholders. Compile correspondence to clients and external and internal stakeholders in relation to the registration applications. Compile statistical information/repots relating to the registration applications. Liaise with the Agricultural Management Advisors or Registrar for processing of registration applications. Represent the unit at the stakeholder liaison meetings. Oversee and provide general financial administrative support for registration of Agricultural Inputs. Facilitate payment to service providers for service rendered. Ensure that the prescribed registration application fees are paid as per the regulations. Locate and verify the payment of application received. Verify and reconcile the revenue collected through ledger notices. Provide support in the review of tariffs for services offered by the directorate.

|                            |   |   |
|----------------------------|---|---|
|                            |   | Facilitate the refunding of overpayments or duplicate revenue. Assist auditors with audit process in the directorate. Process minor Agricultural Inputs registration applications. Receive and verify documentation for minor applications (e.g. renewal of products, products name changes and product ownership changes). Ensure that the correct prescribed tariffs are paid. Approve minor applications and issue certificate accordingly. Staff Supervision. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr David Motloi Tel No: (012) 319 6889  |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email <a href="mailto:SAROrecruit372025@nda.gov.za">SAROrecruit372025@nda.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | African, Coloured, Indian, White Males and African, Coloured and White Females, and persons with disability are encouraged to apply.  |
| <b><u>POST 03/05</u></b>   | : | <b><u>CHIEF AGRICULTURAL LEGISLATIVE INSPECTOR REF NO: 3/3/1/39/2025 (X2 POSTS)</u></b><br>Directorate: Agriculture Inputs Control  |
| <b><u>SALARY</u></b>       | : | R397 116 per annum  |
| <b><u>CENTRE</u></b>       | : | Northern Cape (Upington)<br>KwaZulu Natal   |
| <b><u>REQUIREMENTS</u></b> | : | Applicant must be in possession of a Grade 12 certificate and Bachelor of Science in the field of Agriculture (NQF 7). Must have a minimum of two (2) years of experience in Agricultural Products Inspection. Job-Related Knowledge: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Document tracking system, Relevant computer training, Relevant Acts and International Agreement, Regulations and Standards, Customer Services, Financial management, Meeting procedures, Evaluation of products, Compute networks, Supervision of personnel and related matters. Job Related Skills: Good interpersonal skills, Ability to communicate well with people at different levels, Planning and organizing skills, Ability to motivate people/subordinates, Good telephonic etiquette, Ability to act with tact and discretion, interpretation of relevant legislations language, identification of shortcomings in legislations, Training/guide of personnel in performance of their task, Communication skills (verbal & written). Negotiating/influencing skills, budgeting and application of funds, Public Speaking, Problem Solving, Conflict resolution and management, Information management, Identification and planning, Chairing of meetings. The candidate must be willing to travel, work extended hours and be in a possession of a valid driver's license.   |
| <b><u>DUTIES</u></b>       | : | Render inspection in accordance with relevant act and legislation. Conduct inspections at manufacturing facilities and retailers, Pest Control Operators, sterilizing plants and import sites. Issue non-compliance / compliance notice to clients. Conduct plant pre-inspections to facilitate registration. Provide advice and guidance to stakeholders, manufacturer, farmers, distributors, Pest Control Operators and consultants with regards to compliance to legislation, regulations and procedures. Provide technical reports to stakeholders and other strategic partners (inspection, compliance and non-compliance). Seize non-complying products/operations. Conduct sampling of for monitoring purposes. Interact and collaborate with various stakeholders with regards to technical matters. Develop/compile progress reports on outstanding and finalised work. Initiate prosecution with non-compliance. Conduct audits. Assess compliance to all applicable regulatory standards through performance of quality audits. Assess quality assurance practices within the industry, Pest Control Operators, sterilizing plants and farmers including Quality System requirements. Apply appropriate auditing methodologies (sampling techniques, following audits trails, investigations, reporting, etc. Issue non-compliance / enforcement notice to clients. Initiate the review and approval of audit responses and corrective action plans. Advise the industry on regulatory requirements including domestic and internal standards applicable to the company and consequences of non-conformance. Make recommendations, follow up and initiate prosecution for non-complying products/operation. Seize non-complying products / operations. Compile reports. Complaint management. Analyse, categorise and prioritise complaints according to the level of risk involved. Conduct inspections and investigations on the matter and report thereon. Initiate prosecution for non-compliance. Refer dockets to the |



relevant authorities (SAPS/Court prosecutors) for finalisation. Give guidance to the SAPS, Prosecutor, etc, with regards to handling matters related to Act 36/47 and which needs to be prosecuted to SAPS and Prosecutor. Prepare and provide advice for trial purposes. Testify in court where necessary. Present condemnation to be filed to State Attorneys and Legal counsel and appeal court cases. Seize non-compliance products/operations. Provide reports accordingly. Conduct awareness campaign/capacity building. Develop presentation and awareness material. Conduct awareness campaigns for internal and external stakeholders (farmers' day, agricultural shows, meetings, workshops, etc.). Coordinate, liaise and lead in activities related to awareness with various stakeholders. Conduct raids at points of interest (railways stations, taxi ranks and other informal markets). Represent the department at stakeholder meetings (industries, various departments, directorates, farmer's organisations. Etc.)

**ENQUIRIES**  
**APPLICATIONS**

: Ms Melanie Israel Tel No: (051) 409 2628  
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [CALIrecruit392025@nda.gov.za](mailto:CALIrecruit392025@nda.gov.za).

**NOTE**

: African, Coloured, Indian, White Males and African, Coloured and White Females, and persons with disability are encouraged to apply.

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

|                             |   |  |
|-----------------------------|---|--|
| <b><u>APPLICATIONS</u></b>  | : | Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at <a href="mailto:HR@dbe.gov.za">HR@dbe.gov.za</a> . Please visit the Department of Education's website at <a href="http://www.education.gov.za">www.education.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b> | : | Mr M Segowa/Ms M Monyela/Ms N Kumalo   |
| <b><u>CLOSING DATE</u></b>  | : | 13 February 2026   |
| <b><u>NOTE</u></b>          | : | Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date will not be considered. |

## OTHER POSTS

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| <b><u>POST 03/06</u></b>   | : | <b><u>DEPUTY DIRECTOR RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)</u></b><br>Branch: Business Intelligence<br>Chief Directorate: Strategic Planning, Research Evaluation and Monitoring<br>Kindly note that this is a re-advertisement.   |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; At least four years of relevant technical experience as an Assistant Director or equivalent in research, monitoring and evaluation with supervisory responsibilities is required, in project management, coordinating research projects, and coordinating work amongst team members; At least two years of experience in managing evaluations in the education sector, involving aspects such as the coordination of large data collection exercises, data management, questionnaire design for school - based survey and service provider management; Knowledge of basic education regulations and policies; Knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous; Knowledge of relevant national education datasets and working experience of such datasets will be highly advantageous; Ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; Ability to develop monitoring tools; and high level skills in the use of the MS Office Suite; Ability to make presentations to stakeholders; Ability to analyse, interpret and report on quantitative as well as qualitative data; Working experience of statistical packages such as R or STATA. |

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| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for monitoring and evaluating the policy outputs of the education system and co-ordinating research; Designing, managing and supporting large scale evaluation and research studies commissioned by the Department; Facilitating capacity building on planning, monitoring and evaluation; Liaising and networking with research organisations, including presenting DBE research at conferences.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291   |
| <b><u>NOTE</u></b>         | : | 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 successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.   |
| <b><u>POST 03/07</u></b>   | : | <b><u>ASSISTANT DIRECTOR: INITIAL TEACHER EDUCATION REF NO: DBE/02/2026</u></b><br>Branch: Teacher Education Human Resources and Institutional Development<br>Chief Directorate: Education Human Resources Development<br>Directorate: Initial Teacher Education  |
| <b><u>SALARY</u></b>       | : | R582 444 per annum  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | The Applicants must be in possession of an appropriate three (3) year relevant post matric qualification (NQF level 6) as recognised by SAQA in Economics or Business Administration with Project Management as a subject. An academic record should be attached; A master's degree will be added advantage); Three (3) years relevant experience at supervisory level; Applicants must have at least two years' working experience in the research and management of data; Knowledge of policies of the Education sector and Higher Education Institution (HEI) environment; Analytical, planning, facilitation, communication, interpersonal, problem solving organisational skills; Data analysis, interpretation and reporting skills; Report writing skills and policy development. An understanding of teacher education environment; Highly credible professional with good policy formulation and conflict resolution; Ability to use surveys to determine the identification of teachers needs/demand and supply; Ability to review and recommend changes in any programme/project; Ability to revamp and aligned the recommendations to improve the implementation of the project or programme of induction of new teachers; Ability to work with diverse teams at National, Provincial, District, circuits, schools and HEIs; Innovation and creativity for the programme NTIP and Funza Lushaka; Proficiency in Quantitative research and STATA, project management tools and software; Ability to prioritise and work under pressure.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be expected to work close with Deputy Director and the Director: Initial Teacher Education in the implementation of Funza Lushaka Bursary; Recruitment of youths to study teaching and Teacher Internship Programmes; Supports visits to Universities and the New Teacher Induction Programme (NTIP) as well as any other project that the sub-directorate will be focusing on annually; Supports role in Funza Lushaka Bursary recruitment of youths to study teaching and Teacher Internship Programmes; Supports with the proper administration of the Funza Lushaka Bursary Programme; Assists with the expansion of teacher recruitment in key scarce subject priority areas and phases through programmes for school going youths and out of school youth; Assists with the implementation of advocacy programmes of the Funza Lushaka Bursary; Participates in the modernisation of the Funza Lushaka Information Management System; Supports the implementation of New Teacher Induction Programme in provinces; Supports the broadening of teacher internship programme in provinces and Non-Governmental Organisations; Assists with the analysis of Provincial, Higher Education Institutions as well as National Student Financial Aid Scheme plans and reports; Support visits to Universities, develop tools for the visit, interpretate data collected from the visit and writing reports; Supports the maintenance, data collection and management of database of Funza Lushaka Bursary Programme and reporting; Assists with the co-ordination of final lists with the districts and Higher Education Institutions; Assists with the co-ordination and arrangements of selections at Higher Education Institutions; Use research to implement effective teacher recruitment programmes and |

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|  |   | selections of potential prospective teachers; Co-ordinate of data from various sources such as SA-SAMS, Persal, DDD and grade 12 examination results; Report needs to be mitigated through series of meetings with provinces and HEIs; Conduct school visits for new teachers to provide support.   |
| <b><u>ENQUIRIES</u></b>                  | : | Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291   |
| <b><u>NOTE</u></b>                       | : | 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 successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.   |
| <b><u>POST 03/08</u></b>                 | : | <b><u>ASSISTANT DIRECTOR (DEBT, REVENUE AND FINANCIAL COMPLIANCE): FINANCIAL SERVICES REF NO: DBE/01/2026</u></b><br>Branch: Finance and Administration<br>Chief Directorate: Financial Management Services<br>Directorate: Financial Services  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R468 459 per annum  |
|  | : | Pretoria  |
|  | : | The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) in Auditing, Accounting, Financial Management, or relevant qualification with accounting as major subject as recognised by SAQA; Three (3) years relevant experience at a supervisory level; A minimum of three (3) years' experience in internal control/ Auditing, Financial Management or related field; An in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment; Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA); Knowledge and experience on BAS, and LOGIS will be an advantage; Knowledge management and change management; Ability to establish and manage financial management systems and controls; Ability to maintain high level of confidentiality and prioritise work in high-pressure environments; Ability to work independently and in a team; Ability to interpret and evaluate information; Good interpersonal, administrative, managerial, Conflict management, communication (verbal and writing) skills; Skills in policy formulation and review, financial management; Ability able to work under pressure.   |
| <b><u>DUTIES</u></b>                     | : | The successful candidate will be responsible for assisting to manage and report on revenue; Assisting to manage and reporting on debt and receivables; Assisting to ensure accurate management reports are compiled; Assisting to produce Generally Recognized Accounting Practices (GRAP) compliant annual financial statements (AFS) and regulatory bodies reports; Investigating irregular and fruitless and wasteful expenditure; Identifying potential financial risks (inclusive of fraud risks) and facilitating management action to mitigate the identified risks; Testing and monitoring level of compliance to enabling legislation (PFMA, Treasury Regulations, SCM); Raising findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process; Monitoring the implementation of internal and external audit recommendations based on the audit results; Monitoring the progress of audit recommendations; Coordinating, monitoring and reporting on fruitless and wasteful expenditure registers; Coordinating, monitoring and reporting on irregular expenditure registers; Monitoring and strengthening the control environment within the Department through performance of planned internal control assessments of quarterly key control assessments and follow through all data analysis reviews; Monitoring and ensuring that departmental policies and procedures are updated and valid; Managing operational risk register; Attending audit steering committee meetings; Performing any duties as delegated. |
| <b><u>ENQUIRIES</u></b>                  | : | Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291   |
| <b><u>NOTE</u></b>                       | : | 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 successful candidate   |

have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

*It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

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| <b><u>CLOSING DATE</u></b> | : | 13 February 2026 at 16:00 (walk-in) and 23:59 (online)   |
| <b><u>NOTE</u></b>         | : | All attachments for online application must include an application form Z83 and CV only combined, 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. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. 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 the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ 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. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) |

## OTHER POSTS

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| <b><u>POST 03/09</u></b>   | : | <b><u>SENIOR PRACTITIONER: ANTI FRAUD AND ANTI CORRUPTION REF NO: HR4/4/7/57</u></b>   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum   |
| <b><u>CENTRE</u></b>       | : | Provincial Office: Mpumalanga  |
| <b><u>REQUIREMENTS</u></b> | : | A Three-year qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. |

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|  |   | Knowledge: Public Financial Management Act (PFMA), Fraud and Corruption Legislative Framework, Prevention. Skills: Conflict Management, Analytical and Creativity, Time Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy and Report Writing.  |
| <b><u>DUTIES</u></b>                     | : | Implement the department anti-fraud and anti-corruption strategies, identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human/Finance/Equipment/Assets) in the section.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Rev MG Sibanyoni Tel No: (013) 655 8700   |
|  | : | Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni <a href="mailto:Jobs-MP-PRACTITIONER-RISK@LABOUR.gov.za">Jobs-MP-PRACTITIONER-RISK@LABOUR.gov.za</a>   |
| <b><u>POST 03/10</u></b>                 | : | <b><u>EMPLOYER AUDIT OFFICER: IES REF NO: HR4/4/1/180 (X2 POSTS)</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R325 101 per annum  |
|  | : | Provincial Office: East London, Eastern Cape  |
|  | : | Three (3) year tertiary qualification in Financial Accounting / BCOM Accounting/ Accounting/ LLB/BCOM LAW/BCOM in Commerce/ Auditing. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management. |
| <b><u>DUTIES</u></b>                     | : | Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms A Mayedwa Tel No: (043) 701 3289   |
|  | : | Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Or email: <a href="mailto:Jobs-EC10@labour.gov.za">Jobs-EC10@labour.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b>              | : | Chief Director: Provincial Operations   |
| <b><u>POST 03/11</u></b>                 | : | <b><u>CLIENT SERVICE OFFICER (X146 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b>              | : | R269 499 per annum  |
|  | : | Labour Centre: Alberton Ref No: HR4/4/4/01/01 (X8 Posts)  |
|  | : | Labour Centre: Benoni Ref No: HR4/4/4/01/02 (X6 Posts)  |
|  | : | Labour Centre: Boksburg Ref No: HR4/4/4/01/03 (X5 Posts)  |
|  | : | Labour Centre: Brakpan Ref No: HR4/4/4/01/04 (X6 Posts)   |
|  | : | Labour Centre: Carletonville Ref No: HR4/4/4/01/05 (X7 Posts)   |
|  | : | Labour Centre: Germiston Ref No: HR4/4/4/01/06 (X10 Posts)  |
|  | : | Labour Centre: Johannesburg Ref No: HR4/4/4/01/07 (X2 Posts)  |
|  | : | Labour Centre: Kempton Park Ref No: HR4/4/4/01/08 (X9 Posts)  |
|  | : | Labour Centre: Nigel Ref No: HR4/4/4/01/09 (X6 Posts)   |
|  | : | Labour Centre: Roodepoort Ref No: HR4/4/4/01/10 (X6 Posts)  |
|  | : | Labour Centre: Sandton Ref No: HR4/4/4/01/11 (X2 Posts)   |
|  | : | Labour Centre: Sebokeng Ref No: HR4/4/4/01/12 (X7 Posts)  |
|  | : | Labour Centre: Soweto Ref No: HR4/4/4/01/13 (X6 Posts)  |
|  | : | Labour Centre: Springs Ref No: HR4/4/4/01/14 (X5 Posts)   |
|  | : | Labour Centre: Vanderbijlpark Ref No: HR4/4/4/01/15 (X7 Posts)  |
|  | : | Labour Centre: Vereeniging Ref No: HR4/4/4/01/16 (X4 Posts)   |
|  | : | Labour Centre: Atteridgeville Ref No: HR4/4/4/01/17 (X5 Posts)  |
|  | : | Labour Centre: Bronkhorstspuit Ref No: HR4/4/4/01/18 (X5 Posts)   |
|  | : | Labour Centre: Ga-Rankuwa Ref No: HR4/4/4/01/19 (X5 Posts)  |
|  | : | Labour Centre: Krugersdorp Ref No: HR4/4/4/01/20 (X8 Posts)   |
|  | : | Labour Centre: Mamelodi Ref No: HR4/4/4/01/21 (X6 Posts)  |
|  | : | Labour Centre: Pretoria Ref No: HR4/4/4/01/22 (X2 Posts)  |
|  | : | Labour Centre: Randfontein Ref No: HR4/4/4/01/23 (X6 Posts)   |

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|                             | Labour Centre: Soshanguve Ref No: HR4/4/4/01/24 (X8 Posts)  |
|                             | Labour Centre: Temba Ref No: HR4/4/4/01/25 (X5 Posts)   |
| <b><u>REQUIREMENTS</u></b>  | : Matriculation/Grade 12/Senior Certificate. knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system). |
| <b><u>DUTIES</u></b>        | : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.   |
| <b><u>ENQUIRIES</u></b>     | : Mr PP Godongwana at 082 883 7553, Mr N Pillay at 071 471 0542 and Mr T Nengwekhulu at 060 968 6158  |
| <b><u>APPLICATIONS</u></b>  | : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: <a href="mailto:Jobs-UIF-GP1@labour.gov.za">Jobs-UIF-GP1@labour.gov.za</a>   |
| <b><u>NOTE</u></b>          | : NB: Please note that you will receive an auto-reply with a link and/or QR code which can be clicked or scanned respectively for you to update crucial information.  |
| <b><u>POST 03/12</u></b>    | : <b><u>SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : R228 321 per annum  |
|                             | : Secunda Labour Centre Ref No: HR4/4/7/42 (X1 Post)  |
|                             | : Caroline Labour Centre Ref No: HR4/4/7/46 (X1 Post)   |
| <b><u>REQUIREMENTS</u></b>  | : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Public Service Act, Public Service Regulation, Treasury Regulations. Departmental Policies and Procedures. Skills: Computer literacy, Verbal and Written Communication Skills, Problem solving Skills, Planning and organizing Skills and interpersonal relations skills.  |
| <b><u>DUTIES</u></b>        | : To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and Office management service to the Labour Centre Daily, Render a Human Resource Management service at a Labour Centre, Responsible for training and performance activities in a Labour Centre Daily, Responsible for the records Management in a Labour Centre Daily.  |
| <b><u>ENQUIRIES</u></b>     | : Mr S Ndimande Tel No: (017) 631 2585/2652/2672 (Secunda)  |
|                             | : Mr RL Mokoena Tel No: (017) 843 1077/2111/3190 (Carolina)   |
| <b><u>APPLICATIONS</u></b>  | : Acting Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302, 4 Waterson Street, Sunset park, Secunda email: <a href="mailto:Jobs-SCU-MSS@LABOUR.gov.za">Jobs-SCU-MSS@LABOUR.gov.za</a><br>Deputy Director Labour Centre Operations: Private Bag X718, Carolina, 1185, Landbou Building 20B Breytenbach Street Carolina or through email: <a href="mailto:Jobs-CRL-MSS@LABOUR.gov.za">Jobs-CRL-MSS@LABOUR.gov.za</a>   |



**DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT**  
*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : **Pretoria and Limpopo:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town, Free State and Northern Cape:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 16 February 2026, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application 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 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, 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 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 being 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.

## MANAGEMENT ECHELON

**POST 03/13** : **CHIEF DIRECTOR: COMMUNICATIONS AND ADVOCACY REF NO: CMS01/2026**

**SALARY** : R1 494 900 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF7) in Communication or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level in the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Extensive knowledge of corporate communications. Understanding of media management legislation and regulatory framework. Strategic capability and leadership; people management and empowerment. Knowledge of media. Ability to develop and apply policies. Understanding of change management, project management and financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning management. Administrative and HR procedures. Good coordination and stakeholder liaison. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.

**DUTIES** : Provide efficient strategic communications and advocacy service for the Department aimed at ensuring that internal and external publics are informed, educated, and mobilized to play an active role in realizing the goals of a society that lives in harmony with its environment. Provide corporate communications governance support including the management and production of electronic communication products, exhibitions, internal communication, publications, corporate identity, and branding of the department. Improved access to information to the public at national and provincial. Convene and manage the MICMEC established Environmental Affairs Government communications forum. Ensure that parliamentary questions are responded to within timeframes. Manage, plan, and monitor effective events management functions in the Department. Management of environmental and departmental related events. Development of financial planning and costing guidelines. Management of cost effective professional in-house events. Plan, coordinate, execute or supervise the proper protocol conduct of ceremonies, special events, official functions, and visits of distinguished visitors. Manage the design and implementation of Stakeholder Communications and Outreach Programmes and provide platform for external communications Effective building and sustaining the positive reputation of the department. Ensure that media briefing takes place when requested. Provide statement/speeches to the public regarding the services offered by the department. Facilitate stakeholder relations and manage the implementation of public awareness education and events. Manage the development and implementation of events and campaigns plan. Ensure that environmental Awareness campaigns are conducted. Develop and maintain green car campaign. Develop and implement women in Environment awareness plan. Effective management and utilisation of the appropriate communication channels. Ensure that annual publications programme is implemented. Oversee that all the internal information sessions. Participation in exhibition within the department. Ensure that all information related to communication is available on the departmental website.

**ENQUIRIES** : Ms P Diphaha at (060) 976 5508  
**APPLICATIONS** : [CMS01-2026@dffe.gov.za](mailto:CMS01-2026@dffe.gov.za)

**POST 03/14** : **CHIEF DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICE REF NO: CMS02/2026**

**SALARY** : R1 494 900 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF7) in Information Technology or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level in the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted

prior to appointment. Extensive knowledge of Information Technology. Experience in project management. Knowledge of financial management. Ability to develop and apply policies. Experience in contract management. Understanding of financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning skills. Administrative and HR procedures. Good coordination and stakeholder liaison. Innovative and proactive. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.

## **DUTIES**

: Align the department's information management (information management systems included) and information technology strategy with the strategic direction, management plans and the business processes of the department. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department. Develop draft plan for cloud computing. Represent the department at the GITO Council. Promote effective management of information and information technology as enabler as a strategic resource. Apply an enterprise-wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focussed service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. \* Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Promote common solutions for common requirements across the department. Promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the re-engineering/transformation of government service delivery. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. Manage the SITA relationship, control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the relevant component of the Department where applicable

## **ENQUIRIES APPLICATIONS**

: Ms P Diphaha at (060) 976 5508  
: [CMS02-2026@dffe.gov.za](mailto:CMS02-2026@dffe.gov.za)

## **OTHER POSTS**

## **POST 03/15**

: **DEPUTY DIRECTOR: STAKEHOLDER COOPERATION AND AWARENESS  
REF NO:CMS03/2026**

## **SALARY CENTRE REQUIREMENTS**

: R896 436 per annum, (all-inclusive salary package)  
: Cape Town  
: National Diploma (NQF6) in Communications, Marketing or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Stakeholder Engagement, Community and School Awareness, Exhibitions and Events Management of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Knowledge of Administrative procedures, Financial Management, Project Management, HR Practices. Must have Leadership and Management Coordination skills, organizing and planning. Must have good communication skills (written and spoken). Ability to work long hours voluntarily, gather and analyze information and be able to develop and apply policies. Be able to work under extreme pressure, also work independently and in a team and lead multidisciplinary team. Must be able to collect and interpret information and reports. Willingness to travel. Must have a valid driver's license.

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| <b><u>DUTIES</u></b>       | : | Manage school and community awareness programmes, manage stakeholder engagements, manage departmental events, conferences, and exhibitions in the coastal provinces. Manage campaigns and implement the departmental communications strategy. Manage the procurement of promotional and awareness material. Establish and strengthen partnerships. Ensure the effective flow of information between branches, stakeholders and partners. Facilitate communications activities with financial needs. Ensure that contractual obligations are met and ensure adherence to PFMA regulations in terms of procurement of communications, promotional and awareness resources. Provide general communication support. Manage and implement events calendar in line with the Department calendar of events. Input in the development and implementation of Departmental calendar of events.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr Z Nqayi Tel No: (021) 493 7137  |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:CMS03-2026@dffe.gov.za">CMS03-2026@dffe.gov.za</a>   |
| <b><u>POST 03/16</u></b>   | : | <b><u>DEPUTY DIRECTOR: IT BUSINESS SYSTEMS ANALYST REF NO: CMS04/2026</u></b>  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum, (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Information Technology or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Information Technology of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Experience in assessing the overall business and information needs of the Department and co-ordinate the design of new IT solutions to improve business efficiency and productivity. Project Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI) and Problem Solving and Analysis skills. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, Information Systems, Desktop management, Systems Development Life Cycle and Infrastructure Development. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team. |
| <b><u>DUTIES</u></b>       | : | Analyse the business needs and identify possible solutions. Co-ordinate and facilitate joint application development (JAD) sessions. Develop functional specifications. Identify and define business rules. Create systems designs. Develop technical design specifications. Develop database design. Improve, map and model business processes. Update and maintain system configuration and documentation. Ensure the delivery of quality solutions. Liaise with the developers and users to ensure that both business and technical requirements are achieved. Development of resource allocation plan for solutions. Facilitate user training. Develop user manuals. Train users on the system. Identify operational deficiencies. Conduct user training assessment. Maintain Departments Enterprise Systems Architecture. Develop and update business architecture information models. Design and refine data architecture models. Manage and enhance application architecture models. Administer and optimise technology architecture models.                      |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Dlamini Tel No: (012) 399 8725  |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:CMS04-2026@dffe.gov.za">CMS04-2026@dffe.gov.za</a>   |
| <b><u>POST 03/17</u></b>   | : | <b><u>ANALYST DEVELOPER REF NO: CMS05/2026</u></b>   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum, (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Information Technology or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Information Technology of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Project Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI) and Problem Solving and Analysis skills. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, Information Systems, Desktop management, Systems Development Life Cycle and Infrastructure Development. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal  |

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|                            |   | skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team.   |
| <b><u>DUTIES</u></b>       | : | Design and Maintain Technical Specifications. Conduct analysis of the business requirements. Draft updated technical specification document. Finalize updated technical specifications. Conduct analysis of the survey request. Draft and finalize the integration functionality technical specification. Develop and maintain the application system interface. Initiate development of Automated statistics report. Implement Managed Service Provider (MSP). Initiate the appointment of Service Provider. Initiate project and compile project charter and scope statement. Initiate and finalize business requirement specification. Draft Technical specification. Administer and implement management. Construct solutions to problems and implement changes according to implementation. Monitor previous implementation of change request. Monitor and administer IIS for procurement, EDMS, invoice tracking system etc. Analyse and assessment of existing systems. Review existing solution, assess and recommend improvements. Assess system strengths, gaps, risks, and integration capabilities to identify improvement opportunities.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Dlamini Tel No: (012) 399 8725   |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:CMS05-2026@dffe.gov.za">CMS05-2026@dffe.gov.za</a>  |
| <b><u>POST 03/18</u></b>   | : | <b><u>DEPUTY DIRECTOR: STRATEGIC REGIONAL ENFORCEMENT AND INVESTIGATION SUPPORT REF NO: RCSM04/2026</u></b><br>(2 Years Contract)   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum  |
| <b><u>CENTRE</u></b>       | : | Limpopo Province (to operate between Limpopo and Mpumalanga provinces)  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Policing, Forensic Investigation, Law, Environmental Law or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in investigation or enforcement, forensic or crime investigation or prosecution or relevant of which three (3) years should be at entry/junior management level (Assistant Director level or equivalent). Knowledge of environmental policies and related legislations, international instruments, civil procedures, criminal procedure, constitutional law and administrative law. Extensive knowledge of criminal justice system. Knowledge of natural resource management specifically TOPS/CITES. Good legal drafting, investigative and evidence gathering skills. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. Report writing, communication, facilitation, organising and good interpersonal skill. Ability to gather and analyse information, ability to develop and apply policies, conflict management and resolution. A service -oriented approach and the ability to work efficiently and effectively under pressure. Ability to work independently and within a team. The candidate must have a valid driver's license as will be expected to travel extensively. |
| <b><u>DUTIES</u></b>       | : | Co-ordinate joint initiatives to strengthen the anti-poaching and anti-trafficking capabilities in the Premier Integrated Wildlife Zone (IWZ). Manage case dockets and provide criminal investigation support for wildlife related crimes to ensure effective case management, prosecution support and compliance with legal procedures. Provide support in relation to court appearances. Liaise with stakeholders within the Premier IWZ. Attend Provincial Wildlife Crime Forums, IWZ meetings and other relevant meetings. Provide strategic support to national wildlife trafficking projects. Ensure the coordination of enforcement and investigation operations to promote effective compliance and law enforcement outcomes.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr O Chauke Tel No: (012) 399 9317  |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:RCSM04-2026@dffe.gov.za">RCSM04-2026@dffe.gov.za</a>  |
| <b><u>POST 03/19</u></b>   | : | <b><u>DEPUTY DIRECTOR: DEMERSAL FISHERIES MANAGEMENT REF NO: FIM01/2026</u></b>   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum, (all-inclusive salary package)  |
| <b><u>CENTRE</u></b>       | : | Cape Town (Foretrust Building)  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF 6) in Fisheries Resource Management/Oceanography/Natural Science or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience in natural resources or relevant field of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Relevant working experience in natural resource management i.e. Fisheries Management.   |

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|  |   | Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the Regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights. Proven management, financial and project management skills. Proven experience in policy development and report writing.  |
| <b><u>DUTIES</u></b>                     | : | Develop and implement fisheries administration and regulatory processes of the demersal fisheries sectors. Ensure the development of the fisheries management tool. Develop and or review the permit conditions for the sector. Manage the collection, collation and dissemination of data and information for the demersal fisheries sector. Monitor right holders catch records and refer rights holders that have failed to effectively utilise rights allocated in terms of the MLRA, Regulations, Fisheries Policies and Permit Conditions for the purposes of section 28 proceedings. Compile summaries of the services output of the Sub-Directorate. Manage the sustainable utilization of the demersal sector. Provide technical support in Fishing Rights Allocation Process and related activities. Provide technical support/ and or recommendations in ensuring compliance with the MLRA. Coordinate inputs for policy development. Compile budget and participate in the procurement of goods and services. Manage stakeholder participation in the demersal fisheries sector. Convene the management working group meetings and/ or roadshows for the sector. Compile submissions and responses in respect to of Ministerial/ DG/ Chief Director/ Director inquiries and media enquiries as and when required. Provide technical support in monitoring, control, and surveillance of the stakeholder's activities as and when required.  |
| <b><u>ENQUERIES APPLICATIONS</u></b>     | : | Mr. S Pheeha at (082) 558 5837 or email <a href="mailto:Spheeha@dffe.gov.za">Spheeha@dffe.gov.za</a>  |
|  | : | <a href="mailto:FIM01-2026@dffe.gov.za">FIM01-2026@dffe.gov.za</a>  |
| <b><u>POST 03/20</u></b>                 | : | <b><u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO03/2026</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R896 436 per annum, (all-inclusive salary package)  |
|  | : | Cape Town   |
|  | : | National Diploma (NQF6) in Supply Chain Management or relevant qualification as recognised by SAQA. A minimum of five years (5) years' experience in Demand and Acquisition Management of which three (3) years should be at an entry/ junior level (Assistant Director level or equivalent). Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage demand and acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and acquisition of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Knowledge of Government budgeting processes; Risk management; Public Service financial legislative frameworks; Contract management; Financial Management; Risk management; PFMA; Departmental policies and procedures. Skills: Advanced skills in policy formulation; Advanced skills in respect of formal presentation and public speaking; negotiation skills; Good interpersonal relations; Stakeholder engagement; Public Relations; Financial Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis. Personal Attributes: Ability to work long hours voluntarily; Ability to gather and analyse information; Ability to work individually and in team; Creativity Ability to work under pressure; Ability to work with difficult persons and to resolve conflict. |
| <b><u>DUTIES</u></b>                     | : | Manage an effective and efficient approved Procurement Plan. Ensure the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Ensure a consolidated Procurement Plan for goods and services with critical delivery dates and the approval thereof on time and submission to National Treasury by 31 March annually. Facilitation of Bid Specification Committee Meetings. Manage the schedule of the Bid Specification Committee Meetings as per planned dates on the procurement plan. Ensure that the specifications/terms of reference are in an unbiased manner to allow all potential bidders to offer their goods or services without favour or prejudice. Effective and Efficient acquisition of goods and services. Facilitate the bid process in line with the National Treasury Regulations. Ensure  |

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|                                      |   | all bids received and awarded are correctly published on DFFE website and Government Tender Bulletin and media which it was advertised in. Verify bidding documentation for distribution. Provide technical support to the bid evaluation committee and calculate points in terms of functionality, price and B-BBEE. Facilitation of Bid Evaluation Committee Meetings. Facilitate the appointment of the Bid Evaluation Committees ("BEC"). Ensure verification of minutes, consistency of the score sheets and all returnable documents are signed by the relevant official. Ensure the final award of bids or recommend the bids to the accounting officer for bids that are above R50M. Ensure sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting. Ensure an improved contract management and compliance with reporting requirements.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N Mabece Tel No: (021) 493 7239   |
|                                      | : | <a href="mailto:CFO03-2026@dffe.gov.za">CFO03-2026@dffe.gov.za</a>   |
| <b><u>POST 03/21</u></b>             | : | <b><u>SCIENTIST PRODUCTION GRADE A: AQUACULTURE INNOVATION &amp; TECHNOLOGY DEVELOPMENT REF NO FIM02/2026</u></b>  |
| <b><u>SALARY CENTRE</u></b>          | : | R761 157 per annum, (OSD)  |
|                                      | : | Aquaculture Technology and Demonstration Centre (ATDC), Gariep Dam, Free State   |
| <b><u>REQUIREMENTS</u></b>           | : | Bachelor of Science Honours Degree (NQF8) in Aquaculture/ Agriculture/ Ichthyology/ Aquatic Parasitology/ Zoology or relevant qualification as recognized by SAQA. Three (3) years' post qualification experience in aquaculture research and compulsory registration with the SACNASP as a Professional Natural Scientist. Theoretical and practical knowledge of aquaculture production systems, inland fisheries, breeding and aquatic animal health and welfare. Proven ability to carry out quantitative analysis and report and peer reviewed scientific publication writing and scientific reviews. Knowledge of animal ethics as it relates to animal research. Familiar with software applications and statistical analysis of data. Knowledge of animal ethics as it relates to animal and applied aquaculture research. Practical aquaculture breeding, aquatic animal handling and biosecurity skills. Good communication, analytical and problem solving and analysis skills. A valid driver's license.   |
| <b><u>DUTIES</u></b>                 | : | Undertake basic and applied aquaculture and inland fisheries research on priority species in line with the Aquaculture Research and Technology programme and inland fisheries policy. Provide information on new technologies and research developments through continuous professional developments. Perform scientific analysis and regulatory functions. Gather, interpret and statistically evaluate empirical and experimental data to inform policy and practice. Compile detailed technical and scientific reports, proposals, concept notes and policy briefs for departmental identity and consolidate sectoral needs for methodologies and decision-support tools in inland aquaculture and inland fisheries. Monitor and evaluate aquaculture research programmes and demonstrate activities. Support the ATDC with optimizing breeding and hatchery programmes. Maintain effective stakeholder and client relationships to promote adoption of best practices and evidence-based approaches. Mentor, train and supervise candidate scientists, interns, students and aquaculture technicians at the ATDC and provide structured learning and development opportunities to support growth of technical capacity in the sector |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms A Bernatzeder at (082) 687 5333   |
|                                      | : | <a href="mailto:FIM02-2026@dffe.gov.za">FIM02-2026@dffe.gov.za</a>   |
| <b><u>POST 03/22</u></b>             | : | <b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: UNITED NATIONAL FRAMEWORK CONVENTION ON CLIMATE CHANGE REF NO: CCAQ01/2026</u></b>  |
|                                      |   | Re-advertisement, applicants who have previously applied must re-apply.  |
| <b><u>SALARY CENTRE</u></b>          | : | R612 480 per annum, (OSD)  |
|                                      | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>           | : | A four-year Degree (NQF8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field. Knowledge of PFMA, International climate change issues and awareness. South Africa and the government's priorities. Broad understanding and knowledge of environmental and developmental issues (globally,  |

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|                            |   | regionally, locally). Ability to interpret and apply policies, strategies, and legislation. Ability to manage and control budget. Good analytical skills, ability to work under pressure and independently. Skills: Computer literacy; Organisational; Interpersonal; Communication; financial and budget management; project management and policy formulation. Personal attributes: Management of finances and personnel. Planning and execution. Teamwork; Teachable; Technical skills; Delegation and empowerment.   |
| <b><u>DUTIES</u></b>       | : | Conduct research and support the preparation, formulation, consultation and approval of South African positions on climate change-related multilateral and cooperation agreements. Facilitate and coordinate stakeholder consultation and lobbying for SA positions on climate change-related multilateral and cooperation agreements, including support for Climate Change Gender Mainstreaming. Coordinate and support the negotiation of South Africa's position in multilateral fora and cooperation agreements, ensuring national interests are reflected in outcomes. Formulate reporting on international engagements, including approval for participation in climate change-related meetings and compliance with national reporting requirements.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Motshwanedi Tel No: (012) 399 9155  |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:CCAQ01-2026@dffe.gov.za">CCAQ01-2026@dffe.gov.za</a>   |
| <b><u>POST 03/23</u></b>   | : | <b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: INTEGRATED GHG EMISSIONS MODELLING &amp; ANALYSIS REF NO: CCQA02/2026</u></b>   |
| <b><u>SALARY</u></b>       | : | R612 480 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A four-year Degree (NQF8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field Knowledge of South Africa's greenhouse gas emission profile and climate change mitigation. Climate Change legislation policies and Strategies. Climate Change Mitigation scenarios development and Modelling. Ability to conduct research, gather and analyse information. Climate change models. Ability to conduct social economic analysis. Skills: Data collection and analysis. Climate change modelling. Climate Change Scenario Development. Systems thinking and dynamics. Basic modelling skills; Coordination skills' Organizational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills; Organizational skills and Computer Literacy. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations. Initiative. Responsibility and loyalty. |
| <b><u>DUTIES</u></b>       | : | Facilitate the collection of greenhouse related data and Climate change mitigation Information for the country. Ensure the facilitation and conduction climate change mitigation research, analysis and studies to inform mitigation interventions and response measures of low carbon development. Develop methodologies and approaches that facilitate the implementation of climate change mitigation response measures and interventions. Facilitate the development of analysis tools such as models to be used for the analysis of greenhouse gas data, socio-economic impact etc.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P Mabina at (082) 537 4924   |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:CCAQ02-2026@dffe.gov.za">CCAQ02-2026@dffe.gov.za</a>   |
| <b><u>POST 03/24</u></b>   | : | <b><u>ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP01/2026</u></b>   |
| <b><u>SALARY</u></b>       | : | R582 444 per annum   |
| <b><u>CENTRE</u></b>       | : | Northern Cape  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Environmental Science/Environmental Management or relevant qualification as recognized by SAQA. A minimum of three (3) years' experience in a Project Management role. Knowledge of Environmental related legislation. Natural resource management. Invasive alien species management. South African National Standards. Administrative procedures. Financial management. Project management. Personnel   |



management. Programme-based natural resource operational planning. Public Finance Management Act and Treasury Regulations. Human resource and Statistical analysis Extensive management and technical training in order to understand operational functioning of the programme. Public Service and departmental procedures and prescripts. Socio-economic development. The incumbent should have the following skills: Leadership and Management. Strategic thinking and planning. Analytical and Systems thinking. Conceptual thinking, Problem solving, Computer literacy, Communication skills, technical writing skills, Report/professional writing, Mentorship skills, Organizing skills, Facilitation skills, Planning skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports.

**DUTIES** : Coordinate the implementation of EP Non-infrastructure projects and invasive alien plant clearing activities within the province. Ensure compliance with EP Non-Infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.

**ENQUIRIES** : Ms J Aysen at (064) 847 9618  
**APPLICATIONS** : [EP01-2026@dffe.gov.za](mailto:EP01-2026@dffe.gov.za)

**POST 03/25** : **REGIONAL REF NO: WB01/2026**

**SALARY** : R468 459 per annum, plus 37 % in lieu of benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Transport Management/ Logistics, Environmental Management / Environmental Sciences or relevant qualification as recognised by SAQA. A minimum of two (2) years' experience in Environmental Management or relevant field. Knowledge and Understanding of Project management, General Administration, Financial Administration, Project Management, Departmental procedures and prescript/policies. Knowledge of environmental management. Knowledge and exposure in depot operations. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge and exposure in depot operations. Knowledge of waste management processes and procedures. Knowledge in logistics. Sound organising and planning skills. Good communications skills. Coordination skills. Computer literacy. Report Writing skills. Ability to work under pressure. Good interpersonal relations. Ability to work long hours voluntary. Ability to work independently. Responsible and loyal. Honest and reliable. A valid driver's licence will be an added advantage.

**DUTIES** : Ensure the improvement of Waste Tyre collection and transportation services; Compile monitoring report on the collection service. Monitor the allocated collection points on a quarterly basis. Update the collection schedule. Keep files and records of all Monitored participants. Receive and attend to queries and complaints. Ensure compliance to relevant legislation by participants. Conduct sites visits at collection points, depots and processors. Undertake compliance promotions to legislation. Compile compliance report. Make follow up of the recommendations and comments made. Ensure the verification of the signed Service Level Agreements (SLA). Consolidate report from depot operators monthly. Plan and arrange compliance session with the transporters. Facilitate payments of transporters and depot operators. Verify and capture collection notes and monthly reports from all allocated transporters and depot operators on a weekly and monthly basis respectively. Receive invoices with their respective supporting documents. Verify and submit the allocated invoice spreadsheets together with invoices. Load invoices, collection notes and monthly reports on Electronic Document Management System (EDMS). Keep files and recoils of all the invoices verified. Contribute toward increasing the processing of collected waste tyres. Receive secondary industry applications from the applicants. Verify and process the secondary industry applications received within two weeks after receipt of the full applications. Conduct a pre-approval inspection. Compile an inspection report within two days after site assessments. Provide feedback to the applicant on the status of the applications. Keep database records and processed applications received.

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|  |   | Receive secondary industry monthly processing tonnages reports Load the monthly tonnages reports on EDMS. Keep files and records of the reports received. Provide feedback to the Managers. Keep files and records of the verification reports.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms K Masinga Tel No: (012) 399 8629   |
|  | : | <a href="mailto:WB01-2026@dffe.gov.za">WB01-2026@dffe.gov.za</a>  |
| <b><u>POST 03/26</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: CFO7/2026</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R468 459 per annum  |
|  | : | Pretoria  |
|  | : | National Diploma (NQF6) in Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3 years' experience in Supply Chain Management (Acquisition Management). Knowledge of: Acquisition management, procurement and business practices; strategic planning and budgeting. Ability to establish acquisition management systems and controls. Ability to control and manage assets of the department. Ability to develop and apply policies. Ability to gather and analyse information. Ability to control and manage assets of the department. Problem identification and solving skills. organisation and presentation skills. Interpersonal and diplomacy skills; decision-making skills; negotiation and conflict management.   |
| <b><u>DUTIES</u></b>                     | : | Implementation of Chapter 16A OF Treasury Regulations. Check and verify approval for outsourcing of goods/services. Publish all bids received on the departmental website and Government Tender Bulletin. Facilitate inputs from the Branch: Directors of Administrations on procurement. Receive specifications/TOR for advertisement of projects. Provide technical support on Bid Specification Committee and Bid Evaluation Committee for procurement of goods/services and profession services. Ensure terms of references or specifications are in line with Treasury Regulations. Render secretariat services to the Departmental Adjudication Committee (DAC). Facilitate the damages to vehicles/theft and losses of departmental assets.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr Hector Muthabo Tel No: (012) 399 9055  |
|  | : | <a href="mailto:CFO07-2026@dffe.gov.za">CFO07-2026@dffe.gov.za</a>  |
| <b><u>POST 03/27</u></b>                 | : | <b><u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: FIM09/2026</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R397 116 per annum  |
|  | : | Cape Town (Foretrust Building)  |
|  | : | National Diploma (NQF 6) in Supply Chain Management/Inventory Management or relevant qualification as recognized by SAQA. A minimum of two (2) years' experience in Supply Chain Management or Inventory Management or relevant field. 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.  |
| <b><u>DUTIES</u></b>                     | : | Record and report confiscated marine resources and equipment. Maintain register and stock control of receipts, samples, release for processing disposed of all confiscated marine resources throughout South Africa. Maintain and submit monthly and quarterly stock control register and movements of all confiscated marine resources and equipment throughout South Africa. Prepare monthly GRAP-compliant stock reports. Prepare GRAP-compliant journals and accounting reporting for stock. Collect and safeguards storage of confiscated marine and aquaculture resources. Co-ordinate the collection of confiscated abalone from various organs of state across the country. Co-ordinate the counting process and record data. Ensure timeous receipting of confiscated marine and aquaculture resources to ensure the requirements of the MLRA are met. Prepare confiscated marine and aquaculture resources for audit purposes or for disposal for processing and court attendance. Coordinate disposal of marine and aquaculture resources according to MLRA. Coordinate the release of confiscated abalone for control deliveries (252A). Coordinate the releasing of abalone to the abalone processors. Coordinate the selling of fish products other than abalone confiscated. Facilitate dumping of unfit fish and fish products. Facilitate disposal of MLRF assets and confiscated equipment. Compile a list of assets and confiscated equipment to be disposed. Co-ordinate the process to dispose of assets and confiscated equipment. Collect assets |

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|                            |   | and confiscated equipment for disposal. Implement disposal related outcome. Safekeeping of the relevant proof of disposal. Administer database for possible sales and/or donations of asset and confiscated equipment.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Leticia Nel Tel No: (021) 402 3432 / 066 471 1287  |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:FIM09-2026@dffe.gov.za">FIM09-2026@dffe.gov.za</a>  |
| <b><u>POST 03/28</u></b>   | : | <b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: LAND REMEDIATION MANAGEMENT REF NO: CWM01/2026</u></b>  |
| <b><u>SALARY</u></b>       | : | R343 842 per annum, (OSD)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Environmental Sciences / Natural Sciences or relevant qualification as recognized by SAQA. A minimum of on (1) year experience in environmental management or relevant field. Understanding and knowledge of environmental quality and protection related policies. Applicant must have a broad knowledge of environmental policy, legislation and regulation development, waste management planning and environmental issues relation to pollution and waste management. Policy and legislative framework governing pollution and waste management. Understanding of government standard administrative procedure. Applicant must have knowledge and understanding public service and departmental procedure. Have the following personal attributes: strategic, analytical and creative thinking, ability to collect and interpret information and reports, ability to apply policies, good interpersonal relations skills, conflict management and resolution, ability to organise and plan under pressure. Must have good report writing skills, communication skills, advanced computer skills and excellent time management. The incumbent must have a valid driver's license and be willing to travel.                        |
| <b><u>DUTIES</u></b>       | : | Conduct Environmental Performance Assessments (EPA) and prepare the findings and recommendations report. Review and evaluate Site Assessment Reports, Remedial Action Plans, Monitoring Reports, Environmental Management Plans. Process Orders, Remediation Orders, remediation Closures and section 36(6) notices within timeframes. Monitor compliance with the Orders or Remediation Orders. Assist other directorates with technical guidance and expertise related remediation of contaminated land. Assist and support industries to achieve compliance with the National Environmental Management: Waste Act, 2008 and any other environmental legislation. Formulating, coordinating and monitoring the implementation of national environmental policies, programmes and legislation. Manage and monitor the Land Remediation and Industry Support online system. Assist in developing educational resources and training content for Environmental Assessment Practitioners' workshops, including materials for industry forums and general environmental awareness programs. Identifying and prioritizing the development of the required guidelines, norms and standards for planning and management of waste for various sectors of the industry. |
| <b><u>ENQUIRIES</u></b>    | : | Ms XB Bango/Ms LC Rabonda Tel No: (012) 399 9798 / (012) 399 9797   |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:CWM01-2026@dffe.gov.za">CWM01-2026@dffe.gov.za</a>  |
| <b><u>POST 03/29</u></b>   | : | <b><u>BIODIVERSITY OFFICER PRODUCTION GRADE A: BIODIVERSITY ECONOMY REF NO: BC03/2026</u></b>   |
| <b><u>SALARY</u></b>       | : | R343 842 per annum, (OSD)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF Level 6) in Environmental Management/ Natural Sciences or qualification as recognised by SAQA. A minimum of one (1) years' experience required in a relevant environment. Knowledge of Biodiversity Sector; Knowledge of the marine and environmental legislation (MLRA, ICM Act & NEMA). Knowledge of the regulations promulgated there under and departmental policies with special reference to Biodiversity Enforcement. Understanding of social issues, and macro and micro-economic principles, and its application. Knowledge in general of government and administrative procedures and processes (PSA & PSR). Experience and knowledge of policy development and implementation. Knowledge of Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Understanding of Environmental issues. Innovative and proactive. Ability to collect and interpret information and write reports. Ability to work long hours voluntarily. Ability to work under extreme pressure. Conflict management and resolution.  |

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| <b><u>DUTIES</u></b>                 | : | Assist with the development of the economic value of indigenous biological and genetic resources and associated traditional knowledge into actual sustainable income and economic development. Provide technical support in the coordination of the contribution of the biodiversity sector in the green economy activities. Provide technical support in cooperation and liaison with other departments and stakeholders in all matters relating to pro-poor pro-biodiversity activities, programmes and projects. Assist in identifying SMMEs/cooperatives for capacity development initiatives. Provide inputs in content development for capacity development areas. Provide technical support in the development and implementation of mechanisms to promote the biodiversity economy and the sectors contributors to the Green Economy, including transformation. Assist in finalizing weekly reports on BioProducts Advancement Network of South Africa (BioPANZA) related initiatives. Facilitate the uploading of weekly reports and related evidence for BioPANZA related initiatives.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N Feltman at (082) 653 2713   |
|                                      | : | BC03-2026@dffe.gov.za  |
| <b><u>POST 03/30</u></b>             | : | <b><u>SENIOR COMMUNICATION OFFICER: MEDIA AND EDITORIAL SERVICES</u></b><br><b><u>REF NO: CMS06/2026</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 per annum   |
| <b><u>CENTRE</u></b>                 | : | Cape Town  |
| <b><u>REQUIREMENTS</u></b>           | : | National Diploma (NQF6) in Communication/Marketing/Journalism or relevant as qualification recognized by SAQA. A minimum of one (1) year experience in the field of Communications or relevant field. Knowledge Desktop publishing and production, printing process/production, Marketing and promotions. Knowledge of administration fields, Public Service prescripts and procedures as well as Departmental procedures, policies. Skills: Good communication (verbal and written), organising, planning skills, effective customer relationships management and personnel skills. Good interpersonal relations, Effective analytical skills, be able to engage with senior managers and work under pressure and extra hours. Ability to develop and apply policies. Ability to work individually and in to lead multidisciplinary team. Ability to work under extreme pressure and organise and plan under pressure. Good interpersonal relations skills. Ability to take initiatives and provide creative solutions. Ability to work with difficult persons and resolve conflict. Willingness to travel and work extended hours. Must have a valid driver's license.   |
| <b><u>DUTIES</u></b>                 | : | Monitoring & sourcing news stories related to Environment from all media platforms; compiling and distributing daily media monitoring reports; utilising media clippings from the media monitoring & analysis Service Provider to compile reports that will be incorporated in the media liaison exit reports; sourcing content about departmental programmes from branches for the purpose of drafting editorial content; drafting social media content/ media advisories/ media statements; compiling and editing audio and video clips for Departmental online platforms; distributing approved editorial content to media and on the department's digital platforms; creating and maintaining a log and file of drafted and distributed editorial content; distributing media invites and confirming media attendance; arranging broadcast interviews and providing schedule; arranging media tours; accompanying media on departmental tours; conducting media registration at events and providing photography at events, coordinating branding arranging; facilitating and video recording interviews for placement on departmental external online platforms; liaising with mainstream and community media contacts and updating the media database. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr K Letsebe Tel No: (021) 493 7137  |
|                                      | : | CMS06-2026@dffe.gov.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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| <b><u>APPLICATIONS</u></b> | : | Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.   |
| <b><u>CLOSING DATE</u></b> | : | 16 February 2026  |
| <b><u>NOTE</u></b>         | : | The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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. |

## OTHER POSTS

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| <b><u>POST 03/31</u></b>   | : | <b><u>SENIOR FAMILY ADVOCATE (LP-9) REF NO: 01/2026/FA/WC</u></b>   |
| <b><u>SALARY</u></b>       | : | R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Office of the Family Advocate, Cape Town  |
| <b><u>REQUIREMENTS</u></b> | : | An LLB Degree or recognized four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management; Computer literacy. |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous  |

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|                             |   | improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms P Paraffin Tel No: (021) 462 5471  |
| <b><u>APPLICATIONS</u></b>  | : | Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>FOR ATTENTION</u></b> | : | Ms P Paraffin   |
| <b><u>NOTE</u></b>          | : | Applicants are required to attach service certificates to determine salary in accordance to experience.   |
| <b><u>POST 03/32</u></b>    | : | <b><u>COURT MANAGER (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>        | : | Magistrate Office: Kokstad Ref No: 26/01/KZN (X1 Post)<br>Office: Howick Ref No: 26/02/KZN (X1 Post)  |
| <b><u>REQUIREMENTS</u></b>  | : | An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.  |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms N.F. Nkosi Tel No: (031) 3723000   |
| <b><u>APPLICATIONS</u></b>  | : | Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>  |
| <b><u>NOTE</u></b>          | : | Separate application must be made quoting the relevant reference number   |
| <b><u>POST 03/33</u></b>    | : | <b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 26/09/FMS (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>        | : | National Office: Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | An NQF level 6 qualification in Industrial and Organisational Psychology/ Management Services/ Production Management/ Operations Management/ Industrial Engineering/ Human Resource Management/ Public Management/ Administration as recognized by SAQA; A minimum of 3 years' experience in a Change Management environment; Knowledge of Corporate Governance of Policy Framework and Change Management Systems; Knowledge and understanding of Public Service Regulations and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel). |

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| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Facilitate and coordinate the design of Change Management processes, strategies and frameworks; Coordinate the design and implementation of department-wide change interventions and programmes; Coordinate and mitigate resistance to change; Coordinate and facilitate capacity change management workshops.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Van Ross Tel No: (012) 315 1094   |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>POST 03/34</u></b>   | : | <b><u>ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: 26/02/FMS</u></b>  |
| <b><u>SALARY</u></b>       | : | R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | National Office: Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 in Financial Management/ Accounting/ Supply Chain Management/ Logistics/ Purchasing Management/ Auditing/ Public Management/ Cost Management/ Asset Management/ Business Management as recognized by SAQA; A minimum of 3 years' experience in Asset Management at supervisory level; Knowledge and proper understanding of the Asset Management and Supply Chain Management Frameworks; Knowledge of Financial Management, National Treasury Regulations; Knowledge Policy Development and Government-Wide Immovable Asset Management. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel). |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Monitor and report on the implementation of the moveable asset verification plan; Monitor and review existence and completeness of leased assets; Monitor and review the capturing of disposal of assets; Prepare the Disclosure note for the leases and the disposals for Interim and Annual Financial Statements; Provide effective people management.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Van Ross Tel No: (012) 315 1094   |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>POST 03/35</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER (X6 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Office: Pretoria Ref No: 2026/04/GP (X1 Post)<br>Magistrate Office: Himeville Ref No: 26/03/KZN (X1 Post)<br>Magistrate Office: Ndwedwe Ref No: 26/04/KZN (X1 Post)<br>Magistrate Office: Dealesville Ref No: 26/03/FS (X1 Post)<br>Magistrate Office: Phuthaditjhaba Ref No: 26/06/FS (X1 Post)<br>Magistrate Office: Reitz Ref No: 26/09/FS (X1 Post)   |
| <b><u>REQUIREMENTS</u></b> | : | Three-year National Diploma / Bachelor Degree in Public Administration / Public Management or equivalent; 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. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.  |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court  |

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|                            | and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.   |
| <b><u>ENQUIRIES</u></b>    | : Gauteng: Ms V Shiburi Tel No: (011) 332 9000<br>KwaZulu-Natal: Ms V.T. Mlandiso Tel No: (031) 3723000<br>Free State: Ms NM Dywili at 073 775 0709   |
| <b><u>APPLICATIONS</u></b> | : <b>Free State</b> Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand delivered at No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version.<br><b>KwaZulu-Natal</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a><br><b>Gauteng:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 Or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg Or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> |
| <b><u>NOTE</u></b>         | : Separate application must be made quoting the relevant reference number.  |
| <b><u>POST 03/36</u></b>   | : <b><u>PRINCIPAL COURT INTERPRETER (X2 POSTS)</u></b><br>This is a re-advertisement, applicants who previously applied are encouraged to re-apply.   |
| <b><u>SALARY</u></b>       | : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : Magistrate Court: Port Shepstone Ref No: 26/05/KZN (X1 Post)<br>Magistrate Court: Ntuzuma Ref No: 26/06/KZN (X1 Post)   |
| <b><u>REQUIREMENTS</u></b> | : 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 minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.  |
| <b><u>DUTIES</u></b>       | : Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.   |
| <b><u>ENQUIRIES</u></b>    | : Ms V. Mlandiso Tel No (031) 372 3000  |
| <b><u>APPLICATIONS</u></b> | : Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>  |
| <b><u>NOTE</u></b>         | : Separate application must be made per centre and quoting the relevant reference number.   |
| <b><u>POST 03/37</u></b>   | : <b><u>STATE ACCOUNTANT: THIRD PARY FUNDS REF NO: 26/13/FS</u></b>   |
| <b><u>SALARY</u></b>       | : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : Provincial Office, Bloemfontein   |
| <b><u>REQUIREMENTS</u></b> | : Grade 12 or equivalent; An NQF level 6 in Financial Accounting/ Financial Management/Economics / Public Finance/ Internal Audit, B com in Finance recognized by SAQA; 3 years' experience in Financial Management environment. Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, and Budget Management; Knowledge of Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act; Knowledge of Payroll administration; Budget management and costing. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development, Research, monitoring and Evaluation and  |



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|                                      |   | report writing; Accuracy and attention to detail; Good communication (written and verbal); Presentation and facilitation skills.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Monitor the Cash Flow Management for the province; Provide financial administration in the province; Monitor the monthly Third Party Funds (TPF) Bank Reconciliation in the province; Implement and Monitor compliance; Facilitate audit process within the province.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N Dywili at 073 775 0709   |
|                                      | : | Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version.  |
| <b><u>POST 03/38</u></b>             | : | <b><u>CHIEF ACCOUNTING CLERK REF NO: 26/VA01/NW</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Provincial Office: North West   |
|                                      | : | Grade 12 certificate or equivalent; Three years relevant experience; Knowledge of Public Finance Management Act and Budget Management, Public Service Regulations and Public Service Act, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA) and Public Audit Act. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc) Research and analytical skills; Monitoring, Evaluation and report writing skills; Accuracy and attention to detail; Good communication (Verbal and written) skills; Presentation and facilitation skills. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. PM Seletedi Tel No: (018) 39 7 7088/7106  |
|                                      | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver at 22 Molopo Road, Ayob Gardens, Mafikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>  |
| <b><u>POST 03/39</u></b>             | : | <b><u>MAINTENANCE INVESTIGATOR REF NO: 26/08/FS</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate's Office: Odendaalsrus   |
|                                      | : | Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Numeric skills; Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure; Facilitation skills.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. NM Dywili at 073 775 0709   |
|                                      | : | Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version  |
| <b><u>POST 03/40</u></b>             | : | <b><u>SENIOR COURT INTERPRETER REF NO: 26/02/FS</u></b>   |
| <b><u>SALARY</u></b>                 | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Office: Bethlehem  |
|                                      | : | Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages. OR Grade 12 with 10 year's practical experience in court interpreting. A minimum of three years practical experience in court interpreting, A valid driver's license. Language Proficiency: Bethlehem: English, IsiZulu, Afrikaans and Sesotho. Skills and Competences: Excellent  |

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|                                      |   | communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms NM Dywili Tel No: (051) 407 1800/073 775 0709   |
|                                      | : | Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein 9300 or hand delivered at No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version.  |
| <b><u>POST 03/41</u></b>             | : | <b><u>LEGAL SECRETARY REF NO: 2026/02/GP (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>                 | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | State Attorney Pretoria  |
|                                      | : | Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Interpersonal skills; Attention to detail; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills; High level of reliability.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for the process to pay accounts  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. V Shiburi 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>POST 03/42</u></b>             | : | <b><u>ADMINISTRATION CLERK (DCRS) REF NO: 2026/03/GP</u></b>   |
| <b><u>SALARY</u></b>                 | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Office: Garankuwa   |
|                                      | : | Grade 12 Certificate or equivalent qualification. Skills and Competencies: Communication skills (verbal and written); Above average computer literacy; Good interpersonal relations; Ability to work under pressure and also solve problems; Customer service; Knowledge of document management and filing.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Conduct daily court recordings; Prepare and setup the recording machines and ensuring that microphones are functioning; Report all malfunctions from the machines; Recording of court proceedings; Keep record of all the requests for transcription and record time spent in court per case; Ensure proper management of digital recording of court proceedings and integrity of records; Capturing of cases on ECMS/ ICMS daily; Ensure correct equipment is available for children and disabled; Prepare court records for Appeal and Review; Render assistance in general case flow management; Perform other administration duties as directed by the Court Manager from time to time. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms V Shiburi Tel No: (011) 332 9000  |
|                                      | : | 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>POST 03/43</u></b>             | : | <b><u>PROVISIONING ADMINISTRATION CLERK REF NO: 26/11/FS</u></b>   |
| <b><u>SALARY</u></b>                 | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>                 | : | Provincial Office, Bloemfontein  |

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| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent. Skills and Competencies: Interpersonal relations; Flexibility; Teamwork; Accuracy; Accuracy; Aptitude of figures; Technical Competencies; Computer operating skills; Planning and organization; Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.  |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Dywili at 073 775 0709  |
| <b><u>APPLICATIONS</u></b> | : | Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version.   |
| <b><u>POST 03/44</u></b>   | : | <b><u>ADMINISTRATION CLERK (X8 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Office: Hlanganani Ref No: 26/07/KZN (X1 Post)<br>Magistrate Office: Mtunzini Ref No: 26/08/KZN (X1 Post)<br>Magistrate Office: Scottburgh Ref No: 26/09/KZN (X2 Posts)<br>Magistrate Office: Weenen Ref No: 26/10/KZN (X1 Post)<br>Magistrate Office: Lindley Ref No: 26/04/FS (X1 Post)<br>Magistrate Office: Vrede Ref No: 26/ 05/FS (X1 Post)<br>Magistrate Office: Heilbron Ref No: 26/07/FS (X1 Post)   |
| <b><u>REQUIREMENTS</u></b> | : | Grade12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.   |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.  |
| <b><u>ENQUIRIES</u></b>    | : | KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000<br>Free State: Ms N Dywili Tel No: (073) 775 0709  |
| <b><u>APPLICATIONS</u></b> | : | <b>KwaZulu-Natal</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a><br><b>Free State</b> ; Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300. Or hand delivered at No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version. |
| <b><u>NOTE</u></b>         | : | Separate application must be made quoting the relevant reference number.   |
| <b><u>POST 03/45</u></b>   | : | <b><u>COURT INTERPRETER (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate's Office: Phuthaditjhaba Ref No: 26/10/FS (X1 Post)<br>Magistrate Office: Pinetown Ref No: 26/11/KZN (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages: Language Proficiency: KwaZulu-Natal: IsiZulu and IsiXhosa; Phuthaditjhaba: English, Sesotho and Zulu. Three months Practical experience and driver's license will be an added advantage. Applicants will be subjected to a language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.   |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.  |
| <b><u>ENQUIRIES</u></b>    | : | Free State: Ms NM Dywili at 073 775 0709<br>KwaZulu-Natal: Ms V Mlandeliso Tel No: (031) 372 3000  |

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| <b><u>APPLICATIONS</u></b>           | : | <p><b>Free State:</b> Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>. Obtainable using Microsoft edge or the latest Chrome version.</p> <p><b>KwaZulu-Natal:</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a></p> |
| <b><u>POST 03/46</u></b>             | : | <b><u>REGISTRY CLERK REF NO: 26/14/FS</u></b>   |
| <b><u>SALARY</u></b>                 | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | State Attorney: Bloemfontein  |
|                                      | : | Grade 12 or equivalent qualification; Knowledge of document management and filing. Skills and Competencies: Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service; Computer literacy (MS Office).   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: 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.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N Dywili at 073 775 0709   |
|                                      | : | Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version.   |
| <b><u>POST 03/47</u></b>             | : | <b><u>MESSENGER REF NO: 26/12/KZN</u></b>   |
| <b><u>SALARY</u></b>                 | : | R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate's Office, Newcastle  |
|                                      | : | Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms N.F. Nkosi Tel No: (031) 372 3000  |
|                                      | : | Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>  |
| <b><u>POST 03/48</u></b>             | : | <b><u>SECURITY OFFICER REF NO: 26/13/KZN</u></b>  |
| <b><u>SALARY</u></b>                 | : | R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate's Office, Empangeni  |
|                                      | : | Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enrol staff on bio-metric system; Provide access to staff coming to the premises over weekends.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms M.P. Khoza Tel No: (031) 372 3000  |
|                                      | : | Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>  |

## 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 (Act 55) 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.

**Western Cape Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

**Gauteng:** Pretoria High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

**KwaZulu-Natal/Durban:** 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 Somotheu & Stalwart Simelane Streets, Durban, 4000.

**CLOSING DATE**

: 13 February 2026

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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, 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. All shortlisted candidates for SMS posts will be subjected to a technical competency 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 generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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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| <b><u>POST 03/49</u></b>   | : | <b><u>LAW RESEARCHER REF NO: 2025/388/OCJ</u></b>  |
| <b><u>SALARY</u></b>       | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | Western Cape Division of The High Court: Cape Town   |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of LLB degree or a four-year recognised legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and LLM will be 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: 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. |
| <b><u>DUTIES</u></b>       | : | 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 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. Proof read 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 of speeches, conference notes and legal articles. Monitoring and bringing to the attention of Judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned.                   |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Mr. S Coko Tel No: (021) 480 2586<br>HR Related Enquiries: Mr. SD Hlongwane Tel No: (021) 469 40328   |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at <a href="mailto:2025/388/OCJ@judiciary.org.za">2025/388/OCJ@judiciary.org.za</a>   |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity goals.  |
| <b><u>POST 03/50</u></b>   | : | <b><u>SENIOR HUMAN RESOURCE INFORMATION PRACTITIONER REF NO: 2025/389/OCJ</u></b>  |
| <b><u>SALARY</u></b>       | : | R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | National Office: Midrand   |

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| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a National Diploma in Human Resources Management or an equivalent and relevant qualification in the field at NQF Level 6, as recognised by SAQA, A minimum of three (3) years related working experience and PERSAL Certificates, a valid Driver's license will serve as an 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. Knowledge and Skills: Good knowledge of organisational design, frameworks, practices, and processes in the Public service, knowledge of HR policies/ implementation strategies, knowledge of relevant HR Management, knowledge of Labour Relations Act, knowledge of Public Service Act 1994, knowledge of Public Service Regulations 2016, knowledge of Treasury Regulations and Public Financial Management Act, Basic Conditions of Employment Act 1997, good understanding of departmental prescripts and frameworks (e.g. departmental codes), Batho Pele principles. computer literacy, analytical thinking, problem solving skills, motivational skills, time management, presentation skills, communication and report writing skills, practical Knowledge of Computer Skills, presentation skills, report Writing Skills and project Management Skills.   |
| <b><u>DUTIES</u></b>       | : | Maintain PERSAL information for OCJ: Maintain information on PERSAL in line with the OCJ structure, update PERSAL transactions e.g. movements, relocations, job titles, component changes, salary and rank codes, align PERSAL establishment with the Organogram, update PERSAL on a regular basis. Maintain staff establishment on PERSAL: Create and abolish positions in line with Public Service Act 1994 and Public Service Regulations 2016, maintain staff establishment information, update details of positions on PERSAL system according to the structure and the staff establishment, monitor information on PERSAL, attend to enquiries relating to staff establishment. Serve as PERSAL Controller during the absence of the Departmental PERSAL Controller. Conduct the Employment Equity in the workplace: Provide support with the Departmental Employment Equity (EE) Plan, provide support with the process of effective implementation of the Employment equity plan and conduct EE audits to identify the barriers, develop numerical targets that will guide recruitment targets, compile the Employment Equity report to be submitted to Department of Labour, coordinate the quarterly sitting of the Employment Equity Committee and the reaching of the numeric goals and targets, communicate approved EE plan to the EE Committee, branches and regions, coordinate and monitor compliance of Employment Equity. Provide support with the review and implementation of the Departmental Human Resource Planning (HRP) strategies, facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Planning (HRP) strategies: Provide support with the functioning of HRP Committee, coordinate and facilitate Employment Equity Plans and issues, monitor and evaluate HRP and EE implementation plans. |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Ms D Kupa Tel No: (010) 493 8771<br>HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 8771   |
| <b><u>APPLICATIONS</u></b> | : | Applications can be via email to: <a href="mailto:2025/389/OCJ@judiciary.org.za">2025/389/OCJ@judiciary.org.za</a>  |
| <b><u>NOTE</u></b>         | : | OCJ will give preference to candidates in line with the departmental Employment Equity goals.   |
| <b><u>POST 03/51</u></b>   | : | <b><u>JUDGE'S SECRETARY REF NO: 2025/390/OCJ</u></b>  |
| <b><u>SALARY</u></b>       | : | R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | KwaZulu Natal Division of The High Court: Durban  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a grade 12 certificate. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/ BCom Law degree. A minimum of one (1) year secretarial experience. A valid driver's license 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 (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.  |

## **DUTIES**

: Ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure 12 that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

## **ENQUIRIES**

: Technical enquiries: Ms K Marais Tel No: (031) 492 4699  
HR related enquiries: Ms SZ Mvuyana Tel No. (031) 492 1721

## **APPLICATIONS**

### **NOTE**

: Applications can be sent via email at [2025/390/OCJ@judiciary.org.za](mailto:2025/390/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with the Employment Equity goals.

## **POST 03/52**

: **JUDGE'S SECRETARY REF NO: 2025/391/OCJ**  
(12 months non-renewable contract)

## **SALARY**

: R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

## **CENTRE**

### **REQUIREMENTS**

: Gauteng Division of The High Court: Pretoria  
: Applicants should be in possession of a Grade 12. A minimum of one (01) to two (02) years secretarial experience. A valid driver's license. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an 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: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.

## **DUTIES**

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed.



To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointments.

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| <b><u>ENQUIRIES</u></b>    | : | Technical enquiries: Ms M Campbell Tel No: (012) 492 6799<br>HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515   |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at <a href="mailto:2025/391/OCJ@judiciary.org.za">2025/391/OCJ@judiciary.org.za</a>  |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity goals.   |
| <b><u>POST 03/53</u></b>   | : | <b><u>HUMAN RESOURCE CLERK REF NO: 2025/392/OCJ</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | National Office: Midrand  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a grade 12 (NQF 4) certificate or equivalent. A National Diploma in Human Resources Management or an equivalent and relevant qualification in the field at NQF Level 6, as recognised by SAQA will be an added advantage. No experience required. Exposure in the field will be an added advantage. Knowledge: knowledge and understanding of the legislative framework governing the Public Service, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of storage and retrieval procedures in terms of working environment, Batho Pele Principles, Knowledge of PERSAL system will be an added qualification. Skills: Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skill, Interpersonal relations, Typing skill. |
| <b><u>DUTIES</u></b>       | : | Render administration services for recruitment, selection and appointment processes within the unit, Provide support to the Conditions of Services,   |

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- Provide administrative support services. Provide support to HR records management.
- : Technical enquiries/HR related: Mr A Khadambi Tel No: (010) 493 8771
  - : Applications can be sent via email to: [2025/392/OCJ@judiciary.org.za](mailto:2025/392/OCJ@judiciary.org.za)
  - : OCJ will give preference to candidates in line with the departmental Employment Equity.

## 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**  
**NOTE**

: 20 February 2026 at 16H00

: 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.

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 with closing dated of 30 January

2026, (1) Chief Works Manager: Manager with Ref No: 2026/182, Centre: Nelspruit regional office, (2) Chief Artisan (Grade A): Electrical/Mechanical Workshop with Ref No: 2026/02, Centre: Cape Town Regional Office. Please note that the above pots are withdrawn.

#### OTHER POSTS

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| <b><u>POST 03/54</u></b>    | : | <b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2026/28</u></b>   |
| <b><u>SALARY</u></b>        | : | R896 436 per annum  |
| <b><u>CENTRE</u></b>        | : | Mmabatho Regional Office  |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum of three years tertiary qualification (NQF Level 6) in Accounting or Financial Management. (An undergraduate qualification (NQF Level 7) in Accounting / Financial Management and Completed SAICA Articles. CA(SA) / CTA will be an added advantage); Relevant years post articles experience in Finance or relevant field; Demonstrative experience in accrual accounting; Willingness to adapt to a work schedule in accordance with office requirements. Knowledge: Financial prescripts (IFRS, GRAP, SA GAAP); Knowledge of ERP environment; Financial Statement preparation and consolidation including posting of general journals. Skills: Planning and organizing; Problem solving; Analytical thinking; Interpersonal relations and diplomacy; Ability to conduct research and gather information; Report writing; Management skills; Numeric; Advanced computer skills including MS Excel. Personal Attributes: Creative, Dedicated, Approachable, Hard-working, Trustworthy. Other: Ability to work within specific timeframes. Ability to communicate at all levels.  |
| <b><u>DUTIES</u></b>        | : | Preparing Financial Statement for the Property Management Trading Entity and Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. R Matlala Tel No: (012) 406 2194  |
| <b><u>APPLICATIONS</u></b>  | : | 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: <a href="mailto:RecruitMBT26-03@dpw.gov.za">RecruitMBT26-03@dpw.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b> | : | Mr. T Oagile  |
| <b><u>POST 03/55</u></b>    | : | <b><u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH &amp; SAFETY OFFICER (BUILDING) STATUTORY COMPLIANCE- OHSA REF NO: 2026/29</u></b>  |
| <b><u>SALARY</u></b>        | : | R582 444 per annum  |
| <b><u>CENTRE</u></b>        | : | Nelspruit Regional Office   |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum three tertiary qualification (NQF Level 06) and appropriate years work-related experience in the field of Building/ Environment/ Civil Engineering. A SAMTRAC NOSA qualification will serve as an added advantage. Valid driver's license. Extensive knowledge of building services and structural elements, civil services and associated infrastructure and drawing designs, Understanding of Occupational Health and Safety Act and regulations, Code of Practice of South African National Standard and related prescripts and National Building Regulations, Good verbal and written communication skills,   |

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|  | Computer literacy, Good interpersonal relations, Incident investigation, report writing and presentation skills.  |
| <b><u>DUTIES</u></b>                     | : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Ensure workplaces are accessible to people with disabilities. Conduct construction worksite audits/inspections. Evaluate and conduct inspections in state and leased buildings. Facilitate the issuing of the electrical certificate of Compliance including the occupancy certificate issued by local authority. Conduct incident investigations. Effectively manage HRA. Research and improve existing systems. Facilitate information sessions/ training. Compile and present presentations and assist in the implementation of the evacuation drill within the regional office. Provide technical advice to client's departments. Prepare H&S specifications. Approve the H&S Plan. Attend site meetings for departmental projects. Compile monthly/quarterly reports and make recommendations.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : Mr N Mathivha Tel No: (013) 753 6303  |
|  | : 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: <a href="mailto:RecruitNEL26-01@dpw.gov.za">RecruitNEL26-01@dpw.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b>              | : Mr E Nguyuzza   |
| <b><u>POST 03/56</u></b>                 | : <b><u>ASSISTANT DIRECTOR: BUDGETS (ACCOUNTS AND BUDGETS OFFICE)</u></b><br><b><u>REF NO: 2026/30</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R468 459 per annum<br>: Cape Town Regional Office<br>: A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or related. Relevant years of experience at supervisory. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Public Finance Management Act; National Department of Treasury regulations, guidelines and directives; Departments' Reconciliation processes; Understanding of Governments financial delegations; Management of governments departments chart of accounts; Government Budget systems and procedures; Government Financial Systems; Supply Chain Management; Financial prescripts (GAAP and GRAP). Ability to work under stressful situations; ability to communicate at all levels.  |
| <b><u>DUTIES</u></b>                     | : Participate in the development, maintenance and implementation of departmental financial policies. Advise line function on the implementation and interpretation of financial procedures and policies. Facilitate the implementation of changes in public finance management policies. Implement internal control measures in compliance with departmental policies. Facilitate the implementation of Treasury Regulation in the department. Issue guidelines to and train line managers on latest developments in public finance management regulations. Facilitate budget planning, adjustment and reporting. Verify the capturing of payroll transactions on the accounting system. Monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Coordinate and review disclosure notes on revenue collection. Coordinate and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Ensure cash flow management of the regional office for monthly reporting. Attend to internal and external queries including audit queries. Report on revenue collected. Attend to and investigate each transaction on the BAS financial reports to obtain supporting documents and provide support within the budget sections. Manually authorise journals to correct cost centres and ensure that all necessary supporting documents are verifiable and authentic. Approve journals on BAS for the clearing of transactions to correct cost centres. Ensure that all misallocation of expenditure are attended to on daily basis. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. |
| <b><u>ENQUIRIES</u></b>                  | : Ms. N Ndiyane Tel No: (021) 402 2108  |

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| <b><u>APPLICATIONS</u></b>  | : | 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: <a href="mailto:RecruitCPT26-20@dpw.gov.za">RecruitCPT26-20@dpw.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b> | : | Ms. C Rossouw  |
| <b><u>POST 03/57</u></b>    | : | <b><u>ASSISTANT DIRECTOR: REVENUE AND DEBT MANAGEMENT (ACCOUNTS RECEIVABLES) REF NO: 2026/ 31</u></b>  |
| <b><u>SALARY</u></b>        | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum of three years tertiary qualification (NQF Level 6) in Accounting. Relevant years of experience in Debt Management as State Accountant level (07) in a GRAP environment. Supervisory skills and articles will be an added advantage. Knowledge of Public Finance Management Act, National Treasury Regulations, ERP/BAS systems (SAGEX3 an advantage) and other sound Financial Management prescripts. A valid driver's license. Willingness to travel. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadlines. Team player with strong negotiation skills.   |
| <b><u>DUTIES</u></b>        | : | The successful candidate will: Assist effective management of accounts receivables as well as implementation and maintenance of debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Co-ordinate the compilation of invoices and claims based on consolidated details and calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges. Ensure that clients are billed timeously. Compile/Manage the compilation of accounts receivable reports and GRAP accounting of leases. Assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Assist in management of timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation on SAGEX3 Financial System. Report on revenue collected by the department, follow up on non-payment of invoices and assist with the management of the Debt Management team. Monitor the year end consolidation and submission of AFS inputs. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. B Leketi Tel No: (012) 406 1223  |
| <b><u>APPLICATIONS</u></b>  | : | The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment26-01@dpw.gov.za">Recruitment26-01@dpw.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 03/58</u></b>    | : | <b><u>ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/32</u></b>  |
| <b><u>SALARY</u></b>        | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>        | : | Bloemfontein Regional Office   |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum of three years tertiary qualification (NQF Level 6) in Economics, Finance and Accounting, Business Management. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Relevant years of experience at Supervisory level. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of accounts. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders' i.e. municipalities, clients department, landlords and private individuals. Ability to work under pressure.  |
| <b><u>DUTIES</u></b>        | : | Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorized expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure  |

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|                             |   | for all state owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. T Manamela Tel No: (051) 408 7539   |
| <b><u>APPLICATIONS</u></b>  | : | The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9301 or email to: <a href="mailto:RecruitBloem26-04@dpw.gov.za">RecruitBloem26-04@dpw.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b> | : | Mr D Manus  |
| <b><u>POST 03/59</u></b>    | : | <b><u>ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2026/33</u></b>  |
| <b><u>SALARY</u></b>        | : | R468 459 per annum  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum of three years tertiary qualification (NQF Level 6) in Accounting, Financial Management or equivalent qualifications. Relevant years of experience in budgeting and planning, willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.   |
| <b><u>DUTIES</u></b>        | : | Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE, WCS and ARCHIBUS; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments. Management and supervision of subordinates. |
| <b><u>ENQUIRIES</u></b>     | : | Ms. F Makhubela Tel No: (012) 406 2071  |
| <b><u>APPLICATIONS</u></b>  | : | The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment26-02@dpw.gov.za">Recruitment26-02@dpw.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau   |
| <b><u>POST 03/60</u></b>    | : | <b><u>ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT (PROPERTY BUDGET ADMINISTRATION) REF NO: 2026/34</u></b>   |
| <b><u>SALARY</u></b>        | : | R468 459 per annum  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum of three years tertiary qualification (NQF Level 6) in Project/Property Budget Administration field or Quantity Surveying or Finance field/Budget Management. Relevant years of experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built (construction) environment. Computer literacy in MS Office (with specific reference to MS Word, MS Excel, MS PowerPoint and MS Outlook).  |

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| <b><u>DUTIES</u></b>                             | : | Assist with the programming of services on the Works Control system (WCS). Approve authorisations on WCS once confirmation of funding is approved by the relevant stakeholders. Liaise with Client Departments for confirmation of funding. Liaise with Project Managers on budget related matters. Report shortages or surplus of funds to the DD: PBM. Monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA. Assist with budget control of the Capital Works and Repair and Refurbishment budgets. Distribute the monthly Programme Management schedules to the relevant executing units and return the updated documents to the relevant Head Office stakeholders on receipt thereof. Prepare monthly presentations and submit to DD: PBM before the due dates. Monitor, manage and report on all funding requests submitted via the Funds Tracking System. Attend various meetings as and when required. Arrange the allocation/re-allocation meetings and ensure that all stakeholders (internal and external) are notified of the meetings well in advance. Manage the human resources of the unit. |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b>         | : | Mr M Letsoalo Tel No: (012) 406 1137  |
|  | : | The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. or email to: <a href="mailto:Recruitment26-03@dpw.gov.za">Recruitment26-03@dpw.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b>                      | : | Ms NP Mudau   |
| <b><u>POST 03/61</u></b>                         | : | <b><u>SENIOR STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/35</u></b>  |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R397 116 per annum  |
|  | : | Mthatha Regional Office   |
|  | : | A minimum of three years tertiary qualification (NQF Level 6) in the Finance field or Accounting. Appropriate years of experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.  |
| <b><u>DUTIES</u></b>                             | : | Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.  |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b>         | : | Ms T Rhubushe Tel No: (012) 492 3116/Mr A Ngqongqo Tel No: (047) 502 7003   |
|  | : | 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 <a href="mailto:RecruitMTH26-02@dpw.gov.za">RecruitMTH26-02@dpw.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b>                      | : | Ms. N Mzalisi Tel No: (047) 502 7005  |
| <b><u>POST 03/62</u></b>                         | : | <b><u>SENIOR STATE ACCOUNTANT: BUDGET REF NO: 2026/36</u></b>   |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R397 116 per annum  |
|  | : | Polokwane Regional Office   |
|  | : | A minimum of three years tertiary qualification (NQF Level 6) in Commerce/Finance/Cost Accounting/Management Accounting/Accounting. Relevant years of experience in Budget and Finance field. Knowledge of transversal systems applicable in the Public Service will be an added advantage. Knowledge of budgeting system of the government. Understanding of PFMA and relevant Government Regulations and Policies. Computer literacy (preferably MS Excel). Willing to work extra hours and independently.  |
| <b><u>DUTIES</u></b>                             | : | Consolidate and check financial supporting information for various financial planning purposes. Collect and consolidate budget data from line managers. Consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF) and Estimates National Expenditure (ENE) in compliance with National Treasury guidelines. Capturing budget on budgeting system of government. Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure. Monitoring and shifting of funds. Confirmation of availability of   |



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|                             |   | <p>funds. Prepare, consult and implement the adjustment estimate process. Passing journals, authorizing payments and rendering financial support to Line Managers. Attend to enquiries from internal and external auditors in respect of captured documents. Reconciliation and clearing of suspense account. Administer the flow of information in and out of the Office. Prepare administration reports as required. Assist in preparing financial statements by providing reports to management for submission to the Auditor-General. Ensure transactions are in compliance with the PFMA, National Treasury Regulations and Treasury prescripts.</p>   |
| <b><u>ENQUIRIES</u></b>     | : | Ms. M.C. Shokane Tel No: (015) 293 8061   |
| <b><u>APPLICATIONS</u></b>  | : | The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to <a href="mailto:RecruitPLK26-01@dpw.gov.za">RecruitPLK26-01@dpw.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b> | : | Mr. NJ Khotsa   |
| <b><u>POST 03/63</u></b>    | : | <b><u>SENIOR STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/37</u></b>  |
| <b><u>SALARY</u></b>        | : | R397 116 per annum  |
| <b><u>CENTRE</u></b>        | : | Polokwane Regional Office   |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum of three years tertiary qualification (NQF Level 6) in the Finance/ Accounting. Appropriate years of experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.  |
| <b><u>DUTIES</u></b>        | : | Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr TG Rangolo Tel No: (015) 291 6401  |
| <b><u>APPLICATIONS</u></b>  | : | The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to <a href="mailto:RecruitPLK26-02@dpw.gov.za">RecruitPLK26-02@dpw.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b> | : | Mr. NJ Khotsa   |
| <b><u>POST 03/64</u></b>    | : | <b><u>ADMINISTRATION OFFICER: CONSTRUCTION PROJECTS REF NO: 2026/38</u></b>   |
| <b><u>SALARY</u></b>        | : | R325 101 per annum  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>  | : | A minimum of three-year tertiary qualification (NQF Level 06) in Public/ Project Administration, Management assistant, Business Management, Public Relations or related qualification. Appropriate years of experience in Office Administration/ Project Administration field. Willing to adapt work schedule in accordance with office requirements. Knowledge: Office management and administration, Reporting procedures, Project administration, Project principles and methodologies, Knowledge of legal compliance, PFMA, SCM and NT regulations. Skills: Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Problem solving and analysis, Innovation. Personal Attributes: People orientated, High level of reliability, Hardworking, Resourceful, Self-motivated, Trustworthy, Creative. |
| <b><u>DUTIES</u></b>        | : | Monitor and administer construction projects claims and payments: Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Provide projects administrative support services to the Chief/Construction Project managers: Administer office correspondence, documents and reports. Monitor, update and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project.   |

Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component: Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. Render secretariat and logistical support service to the Committees and internal and external meetings: Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents presentations and reports. Draft agenda and record minutes/decisions. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms.

**ENQUIRIES  
APPLICATIONS**

: Ms M Serogole at (072) 443 5574  
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-04@dpw.gov.za](mailto:Recruitment26-04@dpw.gov.za)

**FOR ATTENTION**

: Ms NP Mudau

**POST 03/65**

: **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2026/39**

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum  
: Bloemfontein Regional Office  
: A minimum of three years tertiary qualification (NQF Level 6) in Auditing / Financial Management/ Supply Chain Management/ Accounting. Appropriate years of experience Supply Chain Management/ Internal Control/Compliance Management/Auditing. Knowledge of Property Industry, Financial prescripts (GAAP and GRAP standards), working knowledge of Government Financial systems (SAGE, ARCHIBUS, PMIS, WCS, LOGIS, BAS), Public Finance and Management Act, National Treasury Regulations (Directives and guidelines), ICT Procurement, Supply Chain Management Framework, Skills and personal attributes: administrative skills, report writing, good communication skills (written and verbal), interpersonal skills, organising and planning, goal and solution orientated, assertiveness, people and client orientated, team player, innovative, ability to work under stressful conditions and meet deadlines, dedicated, hardworking, ability to communicate at all levels, trustworthy, attention to detail, ability to adapt in accordance to office requirements.

**DUTIES**

: The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support International best practice. Implement Finance and SCM processes, Standard Operating Procedure manuals, Delegations documents and identify opportunities for alignment with legislation. Communicate new prescripts from National Treasury. Identify and communicate internal control deficiencies. Identify potential risks. Provide support in the implementation of departmental loss control system. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Verify by scrutinizing the bid/ contract documents for compliance. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Conduct Assessments on reported cases of financial misconduct. Validate possible non-compliant transactions. Provide inputs to the report on non-compliant transactions. Compile the disclosure notes for Irregular Expenditure and Fruitless & Wasteful Expenditure to the financial statements. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Audit coordination process between Auditor General and the Department (Main Account and Trading Entity). Receive information requests and audit queries from auditors and identify responsible branches / units for dissemination. Update records / schedules of requests and audit queries. Provide information requested by the auditors within agreed time. Follow up with branches / units on outstanding responses and requested information. Assist with arranging of Audit Steering Committee meetings and meetings between branch heads and the auditors. Assist with developing Audit Action Plan that addresses all the findings raised by auditors. Assist with inputs/update of the risk register. Provide administrative and supervisory

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|  |   | services to support effective functioning of the sub-directorate. Maintain and report registers of pre/ post audit transactions and submit to supervisor. Administer the flow of information in and out of the office. Ensure adherence to developed and approved internal controls.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms B Phahlane Tel No: (051) 408 7588   |
|  | : | The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9301 or email to: <a href="mailto:RecruitBloem26-05@dpw.gov.za">RecruitBloem26-05@dpw.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b>              | : | Mr D Manus   |
| <b><u>POST 03/66</u></b>                 | : | <b><u>STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/40</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R325 101 per annum   |
|  | : | Bloemfontein Regional Office   |
|  | : | A minimum of three years tertiary qualification (NQF Level 6) in Financial Management/ Financial Information System/ Business Management/ Accounting. Appropriate years of experience in property payments or experience in the account's payment environment. Basic understanding of PFMA, Treasury Regulations and property related legislations. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.   |
| <b><u>DUTIES</u></b>                     | : | Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section. Compile creditors reconciliations and register new services and service providers. |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. T Manamela Tel No: (051) 051 408 7539  |
|  | : | The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein 9301 or email to: <a href="mailto:RecruitBloem26-06@dpw.gov.za">RecruitBloem26-06@dpw.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b>              | : | Mr D Manus   |
| <b><u>POST 03/67</u></b>                 | : | <b><u>STATE ACCOUNTANT: PROPERTY PAYMENT REF NO: 2026/41</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R325 101 per annum   |
|  | : | Gqeberha Regional Office   |
|  | : | A minimum of three years tertiary qualification (NQF Level 6) in Finance. Knowledge of PFMA including inputs to financial reports. Appropriate years of experience in creditor's reconciliation environment. Computer literate in Microsoft packages such as Microsoft word, Excel, outlook and Power Point. Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary. A valid drivers license.   |
| <b><u>DUTIES</u></b>                     | : | Responsible for creditor reconciliations and settling all municipal accounts on properties owned and leased properties. Regular engagements with municipalities and landlords in respect of creditor statements, amounts billed to ensure that all creditor accounts are up to date. Ensure that all suppliers are paid correctly and on time. Monthly reconciliations and updating of payment records. Regular engagements with internal stakeholders to avoid disconnections of services. Comply with the requirements of the PFMA to avoid irregular expenditure and fruitless and wasteful expenditure. Handling of queries from municipalities. Service providers, property owners and tenants.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. L Funde Tel No: (041) 408 2017   |
|  | : | The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to <a href="mailto:RecruitPE26-01@dpw.gov.za">RecruitPE26-01@dpw.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b>              | : | Ms PT Buswa  |

**POST 03/68** : **STATE ACCOUNTANT: COSTING, FUNDING AND BUDGET MANAGEMENT REF NO: 2026/42 (X2 POSTS)**

**SALARY** : R325 101 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or Accounting. Relevant years of experience in property budgeting and planning will be an added advantage. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; Have the following personal attributes: Interpersonal skills; Hardworking;

**DUTIES** : Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.

**ENQUIRIES** : Ms. F Makhubela Tel No: (012) 406 2071  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-05@dpw.gov.za](mailto:Recruitment26-05@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 03/69** : **STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT REF NO: 2026/43**

**SALARY** : R325 101 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or Accounting. Relevant years of experience in property budgeting and planning will be an added advantage. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; Have the following personal attributes: Interpersonal skills; Hardworking;

**DUTIES** : Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.

**ENQUIRIES** : Ms. F Makhubela Tel No: (012) 406 2071  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-05@dpw.gov.za](mailto:Recruitment26-05@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 03/70** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2026/42**

**SALARY** : R228 321 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A Minimum of Grade 12/Matric (Matric with Accounting or similar will be an added advantage). A working knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. The

**DUTIES**

candidate should be trustworthy, honest, and possess planning, organising, written, verbal and good interpersonal skills and computer literacy.

- : The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash related policies and procedures. Provide petty cash related inputs for the preparation of financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

**ENQUIRIES  
APPLICATIONS**

- : M Maningi Tel No: (012) 406 1147
- : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-06@dpw.gov.za](mailto:Recruitment26-06@dpw.gov.za)

**FOR ATTENTION**

- : Ms NP Mudau

**DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.***

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. E-mail applications must be send to the following email address: [eRecruit.DG123@dsd.gov.za](mailto:eRecruit.DG123@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 13 February 2026
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R400.00. The duration of the course is 120 hours. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. All shortlisted candidates, including those for SMS posts, will be subjected to two pre-entry assessments. The first will be a practical technical exercise to determine each candidate's suitability based on the technical and generic requirements of the post. The second will be an integrity (ethical conduct) assessment, 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 tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2-12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

**MANAGEMENT ECHELON**

- POST 03/71** : **DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: A1/2026**  
(Five-year fixed term contract)
- SALARY** : R2 352 642 per annum, plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states'

contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.

**CENTRE  
REQUIREMENTS**

- : Pretoria, HSRC Building
- : A post graduate qualification at NQF level 8 as recognised by SAQA in Public Administration, Social Sciences or Public Management plus 10 years of experience at a senior managerial level. Knowledge of Constitution of South Africa; employment related legislations; Public Service legislative framework and regulations; iv) PFMA and Treasury Regulations and Public Administration. Knowledge and understanding of Policy Development. Knowledge of Social Assistance bills, policies, acts, frameworks and legislations; National Development Plan; Protection of Personal Information Act (POPIA); Promotion of Access to Information Act (PAIA); of government prescripts and policies; social welfare related legislation, framework, acts, policies and guidelines and King IV Report for Corporate Governance. Knowledge and understanding in the planning, monitoring implementation, compliance and reporting processes. Knowledge of community development related legislative frameworks, acts, policies and guidelines. Competencies: Strategic capability and leadership. Financial Management. Change management. Programme and project management. People management and empowerment. Knowledge management. Service delivery innovation. Problem-solving and analysis. Communication. Negotiation. Executive management. Attributes: Motivational. Influential. Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community. Ability to account and work in an ethical conduct.

**DUTIES**

- : Provide strategic leadership and accountability in the implementation of programmes towards achieving its constitutional, legislative and policy mandate. Provide leadership for the effective and efficient management and administration of the department. Provide leadership on inter and intra-government relations for effective coordination. Provide administrative support to the Executive Authority in performing oversight functions on the work entities and regulatory bodies. Serve as a main point of communication between the Executive Authority and the department.

**ENQUIRIES**

- : Mr XA Brukwe Tel No: (012) 312-7654/ 7866

## DEPARTMENT OF TOURISM

*The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the Department through the filling of these posts.*

|                            |   |  |
|----------------------------|---|--|
| <b><u>APPLICATIONS</u></b> | : | Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026 by 16:30 (Late applications will not be considered)   |
| <b><u>NOTE</u></b>         | : | Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. 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 the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post. |

## OTHER POSTS

|                            |   |   |
|----------------------------|---|---|
| <b><u>POST 03/72</u></b>   | : | <b><u>HR CLERK REF NO: 1/2026</u></b><br>(6 Months Contract)  |
| <b><u>SALARY</u></b>       | : | R228 321 per annum, plus 37% in lieu of service benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate or equivalent. Knowledge of relevant Acts, policies, and prescripts, Knowledge of relevant HR practices in the Public Service, PERSAL knowledge and Skills: Computer literacy (MS Office), Good Verbal and Written Communication, Flexibility and teamwork, Customer focus, Ability to work under pressure. Possession of PERSAL certificate/s will be an added advantage. Experiential learning in the HR field will be an added advantage. |



|                            |   |   |
|----------------------------|---|---|
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for supporting effective recruitment, selection and appointment processes, sorting, capturing and numbering of applications, planning and arranging logistics for various meetings, attending and taking minutes of meetings, drafting various submissions, facilitating and coordinating Personnel suitability checks, drafting of offer and regret letters, executing PERSAL transactions related to recruitment and service benefits, supporting the administration of conditions of service and benefits, receiving incoming leave application forms, checking information on leave forms and accompanying attachments, capturing of leave forms on PERSAL, printing leave applications on PERSAL and EDMS, sending advice to finance section for payment after obtaining approval for leave gratuity, responding to enquiries on leave matters, acknowledge the receipt of various documents, sending relevant HR forms to the applicant for completion, capturing nomination of beneficiaries, completing and attaching relevant documents for pension withdrawals, opening of sp files for employees and ensure that documents comply with set standards as per the checklist, auditing of sp files and providing overall administration support to the unit. |
| <b><u>ENQUIRIES</u></b>    | : | Mr K Madike Tel No: (012) 444 6161  |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:Recruitment126@tourism.gov.za">Recruitment126@tourism.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | EE requirements: Coloured Male and White Male candidates, as well as youth and people with disabilities, are encouraged to apply.   |
| <b><u>POST 03/73</u></b>   | : | <b><u>ADMIN: CLERK: INTERNAL CONTROL AND COMPLIANCE REF NO: 2/2026</u></b><br>(6 Months Contract)   |
| <b><u>SALARY</u></b>       | : | R228 321 per annum, plus 37% in lieu of service benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate with accounting as one of the passed subjects. Knowledge of clerical duties, practices, as well as the ability to capture data, operate a computer, and collect statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Skills: Computer Literacy (MS Office), Written and verbal communication skills, Interpersonal skills, Organisational and analytical skills.  |
| <b><u>DUTIES</u></b>       | : | 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 filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component, Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Keep and maintain the asset register of the component, Establish and update a secure compliance filing system, Archive all reports, policy documents, and evidence of compliance activities, Maintain an audit trail for all key compliance events and decisions, Ensure that documents are easily retrievable, Maintain a leave register for the component, Keep and maintain personnel records in the component, Handle petty cash.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr B Mtsweni Tel No: (012) 444 6242   |
| <b><u>APPLICATIONS</u></b> | : | <a href="mailto:Recruitment226@tourism.gov.za">Recruitment226@tourism.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | EE Requirements: Coloured Male and White Male candidates, as well as youth and people with disabilities, are encouraged to apply.   |

## DEPARTMENT OF TRADITIONAL AFFAIRS

*It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan.*

**CLOSING DATE** : 13 February 2026

**NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. 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. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. 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. Due to the large number of responses anticipated, 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 not to fill the advertised position.

## OTHER POSTS

**POST 03/74** : **DEPUTY DIRECTOR: POLICY REF NO: 2026/01**

**SALARY** : R896 436 per annum (Level 11), (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.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Law at NQF level 7 plus 3-5 years' experience in legislation implementation, coordination and monitoring, providing secretariat or technical support to any statutory structure. A valid driver's licence. Knowledge and experience of legislation drafting, interpretation and implementation will serve as an added advantage. Generic competency: Programme and Project Management; Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Legislation interpretation; Secretariat of Statutory structures; Coordination and monitoring skills; Legislation and/or Policy implementation.

**DUTIES** : The successful candidate will perform the following duties: Interpret and implement the provisions of traditional affairs sector legislation (administered by the COGTA Ministry). Develop plans for the implementation of traditional affairs legislation. Monitor implementation of and compliance with the provisions of traditional affairs legislation by role players. Coordinate role players on the implementation of and compliance with traditional affairs legislation. Provide secretariat, administrative and legislation interpretation and implementation technical support to the National Initiation Oversight Committee (NIOC).

**ENQUIRIES** : Dr S Singh Tel No: (012) 334 5857

**APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to [DTARecruit202601@cogta.gov.za](mailto:DTARecruit202601@cogta.gov.za)

**FOR ATTENTION** : Director: Human Resource Management

|                             |   |  |
|-----------------------------|---|--|
| <b><u>POST 03/75</u></b>    | : | <b><u>ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: 2026/02</u></b>   |
| <b><u>SALARY</u></b>        | : | R228 321 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. High level of proficiency in English. Technical Competencies: Office management and administration, secretarial functions and general administration. Shortlisted candidates will be required to undertake a technical assessment.   |
| <b><u>DUTIES</u></b>        | : | The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the line function. Establish an effective document tracking systems. Provide secretarial support services to the Head of Legal Services: Co-ordinate and prepare documentation for meetings. Coordinate line function meetings. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the head of Legal Services. Manage the diary of the head of Legal Services. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required. The incumbent of the post will be office based. |
| <b><u>ENQUIRIES</u></b>     | : | Ms K Pegu Tel No: (012) 065 3442   |
| <b><u>APPLICATIONS</u></b>  | : | Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to <a href="mailto:DTARecruit202602@cogta.gov.za">DTARecruit202602@cogta.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b> | : | Director: Human Resource Management  |
| <b><u>NOTE</u></b>          | : | EE Target: Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.  |

## DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

*The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.*

**APPLICATIONS**

: Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Acting Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. 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. Failure to do so, your application will be disqualified. kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Amukelane Misunwa Tel No: (012) 359 0240/ Ms Lerato Segodi Tel No: (012) 359 0073

**CLOSING DATE**

: 13 February 2026 at 16:00

**NOTE**

: Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. 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 that 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 for applicant for all SMS posts prior the appointment; full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/Successful> candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such

personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration.

## **MANAGEMENT ECHELON**

**POST 03/76** : **GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO) REF NO: DWYPD/003/2026**

**SALARY** : R1 266 741 per annum (Level 13), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate degree (NQF level 7) qualifications as recognised by SAQA in Information Technology/Computer Science/IT Engineering or related field. The following or other related Certificate will be an added advantage. CGEIT; CRISC/ CISM/ CISA; TOGAF; COBIT; ITIL; ISO 38500;31000;27000; and King IV. Certificate of successful completion of National School of Government's SMS Pre-Entry programme prior appointment. Minimum of Five (5) years' experience at Middle / senior managerial level in Information Management. /Information Technology: Progressive leadership and management; Corporate Governance and Governance of ICT; Project Management; Supplier Management; Stakeholder Management; Apply prescripts and protocols, including ICT, in Public Administration and Written and verbal communication on an executive level. Knowledge of: IT governance framework; SITA Act; HR regularity framework in the Public Service; Skills: Strategic capability and leadership; Financial management; project and programme management; Change management; Knowledge management; Customer relations management; People management and empowerment; Negotiation and facilitation; Advanced verbal and written communication; Problem solving; Honesty and integrity. Personal Attributes. Analytical thinking; Innovative and creative; Ability to work under stressful situations; Solution oriented- ability to design ideas without a group; Highly motivated.

**DUTIES** : ICT Strategy, Government and Digital Transformation: Drive the development of departmental technology standards, governance processes and performance metrics to ensure ICT delivers value to the department; Develop the ICT plan linked to the MTEF to prioritise ICT initiatives supporting the departmental strategic plan; Develop strategic IT plans that satisfy the current and ongoing needs of the organisation's business strategy and current and future capabilities; Introduce innovative methods and approaches to digitalise the department services; Develop and monitor the implementation of ICT policies, processes and procedures to ensure compliance with DPSA/Government-wide ICT prescripts customised according to departmental requirements. ICT Solution Delivery (Build): Analysis, design, and development of ICT solutions; Interoperability and integration of ICT systems; Establish Secure ICT systems, services, and infrastructure; Testing and quality assurance of ICT solutions; Applications development. ICT Operations and Services Management (Run): Develop and define the IT Service Management policy to implement and manage the quality of ICT Services that meets business needs and serves as the ICT functional commitment to the departments; Develop the ICT operational plan to reflect how the department intends to implement the Start plan over the financial year; Manage the optimal functioning of ICT service management operations and end-user support; Manage ICT infrastructure, data centre and support services; Manage the provision of ICT Security Operations and Compliance; Oversee and direct day-to-day activities of the departmental ICT function, ensuring that systems, services, and infrastructure work reliably and securely in line with the ITSM policy. Manage, ICT contracts and service level agreements with service provider: Manage all ICT- related business risks, including security and cyber security. (mitigated and audited regularly); Enable the department to achieve its strategic mandate (current and future capabilities) and objectives by aligning business, and IT plans; Enable the department to achieve all ICT investments' predetermined value and benefits; Manage financial, human resources, business plans, and reporting processes; Manage the departmental ICT assets; Optimise expenditure and eliminate duplication of ICT solutions and associated technologies; Manage Business Agreements (BA) and Services Level Agreements with SITA and/or other IT goods and Service Suppliers;

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Represent the interest of the relevant departments to the GITO Council;  
 : Interest with and external IT clients to ensure continuous customer satisfaction.  
 : Mr Mbhazima Shiviti Tel No: (012) 359 0262  
 : [Recruitment02@dwypd.gov.za](mailto:Recruitment02@dwypd.gov.za)  
 : African Female, Coloured and Persons with disabilities are encouraged to  
 : apply

**OTHER POST**

**POST 03/77**

: **DEPUTY DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO:**  
**DWYPD/004/2026**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R896 436 per annum (Level 11), fully inclusive remuneration package  
 : Pretoria  
 : Grade 12 certificate, A Degree in Risk Management or relevant tertiary  
 : qualification or equivalent qualification at NQF level 7. A minimum of 5 years'  
 : experience in a Risk and integrity management environment of which 3 must  
 : be at supervisory level (Assistant Director)/Middle Management level in a  
 : related field. IRMSA membership will be added an advantage. Knowledge:  
 : Public Sector Risk Management Framework; Departmental policies and  
 : applicable protocol; Departmental governance framework and mandate; Risk  
 : Management; SA legislative framework as it relates to departmental mandate  
 : and functioning; Departmental business processes; Internal audit processes;  
 : Department's Strategic objectives and interpretation thereof; Knowledge,  
 : understanding and practice of Batho Pele Principles; DPSA and National  
 : Treasury guidelines on risk management. Skills: Diversity awareness; Effective  
 : report writing, Verbal and written communication skills; Applied strategic  
 : thinking; Customer focus and responsiveness; Planning and organising;  
 : Continuous improvement; People management and development and team  
 : leadership; Basic Budgeting and Financial Management; Problem solving and  
 : decision-making; Project management; Computer Literacy (MS Office Suite);  
 : Networking and Building bonds; Impact and influence; Diversity management.  
 : Personal attributes: Ability to perform effective under pressure; Analytical  
 : thinking; Effective interpersonal and communication; results focused;  
 : Emotional intelligent; Solutions oriented; Passion and drive; Honesty and  
 : Integrity and ability to maintain confidential of information.

**DUTIES**

: Facilitate the development and implementation of risk management  
 : framework: Develop risk management strategies, systems (methodologies,  
 : models and tools etc,) policies and annual risk management plan; Manage,  
 : implement, review and improve the risk management framework; Compile risk  
 : profile and ensure that the risk register is maintained; Compile risk reports and  
 : presentations to management committees and oversight bodies as required;  
 : Facilitate the institutionalisation risk management. Manage Business  
 : Continuity: Develop the Business Continuity Management Policy and Plan;  
 : Manage and monitor business continuity plan and procedure quarterly and  
 : annual report; Communicate the value of Business Continuity Management  
 : and the risk of insufficient Business Continuity Management capabilities to the  
 : employees of the Department; Develop emergency management plans,  
 : measures, and arrangements to ensure the continuous delivery of critical  
 : services/processes which permit the department to recover its facility, data and  
 : assets; Identify the necessary resources to support business continuity.  
 : Manage, monitor and implement controls to combat fraud and corruption:  
 : Conduct periodic fraud and corruption risk assessments; Liaise with internal  
 : (e.g. ICT, security. Legal, Human resource, Labour relations, etc) and external  
 : stakeholders (law enforcement Agencies, etc) on Fraud Prevention and anti-  
 : Corruption measures; Facilitate the investigations of reported cases on Fraud  
 : and Corruption within the Department and follow ups on the progress made;  
 : Provide training and raise awareness on fraud and anti-corruption; Implement  
 : fraud and corruption policies, guidelines and procedures; develop and maintain  
 : the fraud register. Manage the promotion of good governance, Ethics and  
 : Integrity management: Manage and maintain aa departmental gift register;  
 : Ensure the full disclosure of assets/ properly by Senior managers and other  
 : designated officials/employees on E-disclosure systems and recommend  
 : consequence management where applicable; Compile requests to DPSA  
 : administrator to add or remove people from the system by following relevant  
 : prescripts/policy guidelines; Ensure the provision of information on  
 : remunerative work as requested by Internal Control, Auditor-General, Public

Service Commission and DPSA; Verify requests for approval of other remunerative work. Manage human and financial resources: Maintenance of discipline; Management of performance and development; Develop and manage the operational plant of the sub-directorate and report on progress as required; Serve as transversal task team or committees (Risk, Anti-corruption or risk committee) as required; Plan and allocate work; Quality control of work delivered by employees; Compile and submit all required administrative reports.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- : Ms Val Mathobela Tel No: (012) 359 0270
- : [Recruitment04@dwypd.gov.za](mailto:Recruitment04@dwypd.gov.za)
- : African Male, Female, Coloured, Indian, White and Persons with disabilities are encouraged to apply.

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF e-GOVERNMENT**

*It is the Department's intention to promote equity (race, gender and disability) through the filling of the positions with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. To facilitate this process successfully, an indication of race, gender, and disability status is required.*

|                            |   |   |
|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | Manual applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or Applicants can apply online at: <a href="http://jobs.gauteng.gov.za">jobs.gauteng.gov.za</a>   |
| <b><u>CLOSING DATE</u></b> | : | 16 February 2026  |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ). Only an updated comprehensive CV (with detailed personal information, duties, experience and references) and a completed and signed new Z83 application form is required for both online and manual applications. The Z83 form must be completed in full, and page 2 duly signed. An accurate position and reference number must be indicated on the Z83 form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Applicants are not required to submit copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested information will result in the application not being considered and deemed a regret. Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability 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. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. 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 posts technical and generic requirements. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/">https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> . Following the interview process, recommended candidate (s) will be required to attend to generic SMS competency assessment as mandated by DPSA. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). |

**MANAGEMENT ECHELON**

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 03/78</u></b>   | : | <b><u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION (TRANSVERSAL)</u></b><br><b><u>REF NO: REFS/035066</u></b><br>Chief Directorate: Human Resource Services |
| <b><u>SALARY</u></b>       | : | R1 266 714 per annum, (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | Qualification in Human Resource Management / Industrial Psychology/ Public Management at NQF level 7 as recognised by the SAQA. Relevant 5 years of    |



## **DUTIES**

experience at a middle/senior managerial level. Nyukela Certificate must be submitted prior to appointment.

- : Manage the development of (Human Resource Administration) HRA Strategic and Operational Plan. Manage the alignment of the Human Resource Administration plan with the departmental strategic goals. Administer HRA programs that directly support the departmental strategic goals and are cost effective and comply with all applicable laws and regulations. Communicate the HRA Operational Strategy and Plans to GPG departments and implementation thereof. Manage and enforce Operational and Strategy Plans are maintained. Manage the Enterprise Content Management System (ECM) workflow of the system is operating optimally. Manage the implementation of the appointments, promotions, transfers, and conditions of service benefits as per policy and guideline interpretation. Manage the preparation of Middle Management Service (MMS) and Senior Management Service (SMS) compensation packages restructure for new employees and/or promotions. Manage the roll-out of SAP ESS system to GPG departments and support after go-live including utilisation of the system. Develop Human Resources customer service delivery standards. Manage efficiency in driving customer centric emphasis by implementation of appointments and service benefits for executive and non-executive officials. Manage the customer service delivery standards are agreed upon with the GPG Departments. Manage the implementation of the operational service level agreements. Monitor and confirm the HRA Service Level Agreements are maintained. Communication of operational customer service delivery standards. Manage escalated customers enquiries, and queries. Manage audit matters and implement the audit action plan. Manages the Risk register and implement action plan. Consult with Managers on implementation of HRA projects i.e SAP ESS. Manage the provision of on-the-job training on HRA processes for GPG entities as requested. Manage and organise awareness session on HRA programs for GPG clients as needed. Collaborate in the design and development of a new integrated organization wide HRA system. Utilize internal Human Resource Information System (HRIS) data, ECM, ESS to provide reports in analysis on HRA topics. Verify the accuracy of data provided for reporting. Present information to senior management and stakeholders. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage leave, performance, conduct and discipline of supervisees. Enforce that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage utilization of physical resources. Review and signed off job profiles.

## **ENQUIRIES**

- : Oscar Baloyi at (066) 486 5508 or [Oscar.Baloyi@gauteng.gov.za](mailto:Oscar.Baloyi@gauteng.gov.za)

## **POST 03/79**

- : **DIRECTOR: IT OPERATIONS SUPPORT REF NO: REFS/035067**  
Chief Directorate: ICT Infrastructure

## **SALARY CENTRE**

## **REQUIREMENTS**

- : R1 266 714 per annum, (all-inclusive remuneration package)
- : Johannesburg
- : Qualification in Information Technology/ Business Administration/ Business Management/Business Operations management/ Computer Science at NQF level 7(Advanced Diploma/ Degree) as recognized by the SAQA. 5 years of experience at middle or senior managerial level in IT Service Management. Nyukela Certificate must be submitted prior to appointment, ITIL Certificate (compulsory) and COBIT.

## **DUTIES**

- : Direct the alignment of Information Technology (IT) services to business needs. Manage IT-Business Strategy Alignment. Participate in strategic planning sessions to understand business objectives. Manage IT policies support business compliance, risk management, and growth initiatives. Identify business processes and business requirements for a service. Manage business strategy for services and the business processes it supports. Administer the implementation of resource requirements. Manage communication of standards and methods across the IT Services. Manage IT components to ensure consistency and cost-efficiency on service level availability required by customers. Manage the development and maintenance of catalogue of existing services offering. Manage the maintenance and optimization of IT infrastructure, including networks, servers, and storage systems. Manage high availability and reliability of all IT systems. Manage contract management for IT services and infrastructure. Ensure that vendors

comply with service level agreements (SLAs) and consistently meet performance standards. Oversee the efficient progression of problem tickets through the established Problem Management process. Manage coordination for incidents to minimise service outages. Ensure that Performance by all E-GOV IT technical staff and service providers is in accordance with agreed SLAs. Manage the performance of the relevant service providers. Manage and minimise the adverse impact of the incidents and prevent the re-occurrence of errors (Service Delivery and Support) Manage IT service delivery to ensure efficient and timely resolution of technical issues. Administer the implementation of IT service management (ITSM) practices to enhance service quality and user satisfaction. Manage the Diagnostic process of root causes of incidents and eliminate. Manage that data handled, transferred, or processed is according to legal guidelines. Manage Security and Compliance: IT operations adhere to company policies, industry standards, and regulatory requirements. Manage the client interaction in line with service levels. Coordinate stakeholder engagement with key stakeholders to ensure ease of doing business and access to areas within stakeholders. Coordinate and facilitate communication channels with internal and external key stakeholders to ensure proper messaging of ICT standards. Implement and monitor Service Level Agreements with the relevant stakeholders. Manage that agreed service levels are consistently met monthly. Manage and improve the level of service to the Customer base. Gather and disseminate accurate and timely information to all relevant stakeholders. Ensure optimal service quality and availability. Manage resources. Manage ongoing strategic partners and vendors to ensure that they perform according to the SLAs. Manage that organisation's SLAs are measurable and aligned with strategic partners and vendor service agreements. Manage bi-annual reviews of strategic partners and vendor contracts to ensure SLAs are measurable and enable consistent delivery. Manage monthly reports detailing accomplishments and problems detailing SLA performances to fourteen (14) Gauteng Provincial Departments and its agencies. Suggest solutions to improve customer satisfaction and service delivery. Manage resources. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage leave, performance, conduct and discipline of supervisees. Enforce that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage utilisation of physical resources. Review and sign off job profiles.

**ENQUIRIES** : Oscar Baloyi at (066) 486 5508 or [Oscar.Baloyi@gauteng.gov.za](mailto:Oscar.Baloyi@gauteng.gov.za)

#### **PROVINCIAL TREASURY**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.***



**APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted strictly online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/Z83> and updated CV must be attached

**CLOSING DATE** : 16 February 2026 @00:00 midnight  
**NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority

(SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021.

#### OTHER POST

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 03/80</u></b>   | : | <b><u>DEPUTY DIRECTOR: DEMAND AND CONTRACT MANAGEMENT (SCM)</u></b><br><b><u>REF NO: REFS/023415</u></b><br>Directorate: Office of the CFO<br>Re-advertisement, candidates who previously applied are encouraged to re-apply   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum, (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms applicable rules.  |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 7 (3 year Degree) in Supply Chain/ Procurement/ Finance/ Law/ Logistics. 3 – 5 years' experience in Demand and Contract Management environment (ASD) level. Driver's License.  |
| <b><u>DUTIES</u></b>       | : | To manage, develop, review and implement the supply chain demand and contract administration management in line with the relevant framework, policies and procedures. Manage the functional Operations Demand Management. Inform guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish request for proposals (invitation to bid) where required. Manage the functional operations of Contract Management in the department. Manage the coordination, review and monitoring of contract compliance. Manage the Sub Directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Tebogo Thobejane – <a href="mailto:tebogo.thobejane@gauteng.gov.za">tebogo.thobejane@gauteng.gov.za</a> /060 387 4862  |

#### DEPARTMENT OF ROADS AND TRANSPORT

|                            |   |   |
|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | To apply for the below positions, please apply online at <a href="http://jobs.gauteng.gov.za">http://jobs.gauteng.gov.za</a>  |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026  |
| <b><u>NOTE</u></b>         | : | Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Only shortlisted candidates will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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 our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is |

required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply.

#### OTHER POST

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 03/81</u></b>   | : | <b><u>ARTISAN PRODUCTION GRADE A – C REF NO: REFS/035213 (X4 POSTS)</u></b><br>Branch: Roads Maintenance and Fleet Services  |
| <b><u>SALARY</u></b>       | : | R243 597 – R408 048 per annum, (plus benefits). Awarding of salary notch will be based on recognition of relevant experience after obtaining trade test certificate.   |
| <b><u>CENTRE</u></b>       | : | Tshwane (X2 Posts)<br>Sedibeng (X1 Post)<br>Westrand (X1 Post)   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Trade test certificate in Diesel Mech and a valid driver's license (C1) Knowledge and Skills: Knowledge of Health and Safety Regulations. Computer literacy. Communications skills (Verbal and Written) Knowledge of Earthmoving /Construction equipment and Plant, Graders, TLB's and Trucks.  |
| <b><u>DUTIES</u></b>       | : | Repair and service of Fleet, Graders, TLB's and Trucks in the workshop and on-site. Perform overall inspection on fleet and report or repair any defects. Provide advice to Operators on lubrication of machines. Render group operations services. Confirm the road worthiness of fleet. Ensure that all relevant Safety regulations are adhere too when performing daily repairs. Perform administrative and related functions as required by the superiors. Mentoring of Tradesman Aid. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043/ Ms. Valentine Majoko Tel No: (012) 310 2367 /2343<br>For general enquiries please contact Human Resource on Tel No: (011) 355-7082/7043   |

#### DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

|                            |   |  |
|----------------------------|---|--|
| <b><u>APPLICATIONS</u></b> | : | To apply for the below position, please apply online at <a href="https://jobs.gauteng.gov.za">https://jobs.gauteng.gov.za</a> . Only online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934  |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026 at 23:59 pm   |
| <b><u>NOTE</u></b>         | : | All attachments for online application via email must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations 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/Screenshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. 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 the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the |

South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents (new Z83 and CV) will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. 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 (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

#### OTHER POSTS

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 03/82</u></b>   | : | <b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CONTRACT MANAGEMENT) REF NO: REFS/035148</u></b><br>Directorate: Supply Chain Management<br>(12 Months Contract)   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), plus 37%  |
| <b><u>CENTRE</u></b>       | : | Johannesburg (Head Office)   |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have a Grade 12 certificate 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Supply Chain/Purchases/Logistics/Procurement Management/Commerce or relevant qualification as recognized by SAQA. A minimum of 3-5 years' relevant experience as an assistant director / middle management position in Supply Chain Management. A valid driver's license. Knowledge: in Project Management, People Management, Financial Management and Conflict Management. Procedures, Processes, Compliance Management, Customer Relationship Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Service (Batho Pele Principles), Technical Knowledge, Public Service Act, Public Finance Management Act, National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Skills: Required Technical Proficiency, Business Writing, Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Problem solving and decision making, Team Leadership, Planning and organizing, Leadership, Negotiation and Influencing. In-depth knowledge of PFMA, Treasury Regulations, PPPFA, SCM Framework, Preferential Procurement Regulations, and National Treasury Instructions. Proven experience in Bid Committee processes (BSC, BEC, BAC). Sound understanding of SMME, Cooperatives, and targeted procurement frameworks. Experience in contract management, compliance monitoring, and audit processes. Computer literacy, including SAP or equivalent financial |

## **DUTIES**

management systems. Strong leadership, coordination, and report-writing skills.

: Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage coordination, review and monitoring of contract compliance by determining whether product/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. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implementation and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate 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 transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and oversee short-term contracts and tenders below and above the threshold of R1 000 000.00. Provide strategic oversight and coordination of Bid Committees, ensuring compliance with SCM legislation and departmental policies. Ensure that bid committee registers are signed, proceedings properly recorded, and minutes compiled and safeguarded. Oversee and participate in the evaluation of tenders and short-term contracts. Review and approve recommendations for award prior to submission to the Accounting Officer / HOD. Oversee the maintenance of registers for short-term contracts and awarded cooperatives. Ensure submission of monthly and quarterly reports, including reports on jobs created through short-term contracts. Oversee the preparation of appointments, variation, extension, and termination letters. Ensure proper contract administration, monitoring, and compliance throughout the contract lifecycle. Ensure SCM process files are properly maintained, safeguarded, and readily available for audit, risk, and management review.

## **ENQUIRIES APPLICATIONS**

: Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934  
: To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>

## **POST 03/83**

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CONTRACT MANAGEMENT) REF NO: REFS/035152**  
Supply Chain Management  
(12 Months Contract)

## **SALARY CENTRE REQUIREMENTS**

: R468 459 per annum (Level 09), plus 37%  
: Johannesburg (Head Office)  
: The successful candidate should have a Grade 12 certificate 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF 6/7) in Supply Chain/Purchases/Logistics/Procurement Management/Commerce or relevant qualification as recognized by SAQA. A minimum of 3 years related contract management experience at supervisory level position in Supply Chain Management. A valid driver's license. Knowledge: in Project Management, People Management, Financial Management and Conflict Management. Procedures, Processes, Compliance Management, Customer Relationship Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Service (Batho Pele Principles), Technical Knowledge, Public Service Act, Public Finance Management Act, National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Skills: Required Technical Proficiency, Business Writing, Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Problem solving and

**DUTIES**

decision making, Team Leadership, Planning and organizing, Leadership, Negotiation and Influencing.

- : Supervise monitor, analyses and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Supervise, monitor contract compliance by determining whether product/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 manage short-term contracts and tenders below and above the threshold of R1 000 000.00. Facilitate and coordinate Bid Committees, ensuring compliance with SCM prescripts. Ensure that bid committee registers are signed, proceedings recorded, and minutes compiled and safeguarded. Participate in the evaluation of tenders and short-term contracts. Prepare recommendations for award and submit them for approval by the Accounting Officer. Maintain registers for short-term contracts and cooperatives awarded. Compile and submit monthly reports on contracts awarded and jobs created through short-term contracts. Prepare appointment and termination letters for short-term contracts and projects awarded. Ensure proper safekeeping of SCM process files and availability for audit and compliance purposes.

**ENQUIRIES  
APPLICATIONS**

- : Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934
- : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>

**POST 03/84**

- : **ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: REFS/035153**

Directorate: Internal Control  
(12 Months Contract)

**SALARY  
CENTRE  
REQUIREMENTS**

- : R468 459 per annum (Level 09), plus 37%
- : Johannesburg (Head Office)
- : The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF level 6/7) in Financial Accounting, Risk Management/Compliance Management /Internal Audit or relevant as recognized by SAQA. A minimum of 3-5 years' experience at supervisory level in the relevant field in Supply Chain Management. A valid driver's license. Skills: Communication Skills (Verbal& written). Investigation skills, planning and organizing skills, financial management skills, Leadership skills, Project Management skills, Problem solving and client orientation skills, Interpersonal skills and Computer literacy skills. Ability to work under pressure and adapt to change demands. Knowledge: Knowledge of PFMA, Treasury regulations, PSR, and other relevant prescripts.

**DUTIES**

- : Conduct and oversee internal control inspections and investigations to identify lack/ineffective internal control systems within department; Conduct internal control assessments to identify potential risks within the department. Analyse and documents areas of potential risks and mitigations factors within the department. Conduct statistical analysis to quantify internal control deficiencies for each business unit within the department. Develop, implement and maintenance plan internal control strategies and procedures. Develop internal control profile on the significant risk exposures for the department. Compile findings report on the identified internal control deficiencies and make recommendations. Develop, implement and maintain internal control Policies, Frameworks and Procedure Manuals; Analyse the existing department policies, frameworks and procedure manuals. Conduct research and develop draft internal control policies, frameworks and procedure manuals. Facilitate drafts approval at different consultative processes. Develop final internal control policies, frameworks and procedure manuals. Implement and maintain internal control policies, frameworks and procedure manuals. Provide transversal support, advice and guidance in terms of internal control prescripts; Provide advice and guidance regarding the implementation and maintenance of internal control in terms of prescripts. Facilitate information sharing sessions. Identify training gaps within the department. Attend and ensure that all queries

are dealt with satisfactory. Assist to co-ordinate training on internal control systems. Participate in the compilation of reports to the Executing Authority on internal control compliance programmes; Assess compliance with investigation procedures. Monitor audits of policy and compliance with standards within the department. Participate in the review of investigation reports. Participate in the co-ordination of progress reports and feedback on Audit queries and responses from SCOPA, Cabinet and Portfolio Committee. Participate in the compilation of monthly/ quarterly/ annual reports on internal control compliance programmes. Manage resources (Human, Financial, Equipment/Assets); Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage the budget in the directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave in the sub – directorate.

**ENQUIRIES  
APPLICATIONS**

: Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934  
: To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>

**POST 03/85**

: **SUPPLY CHAIN OFFICER: TENDER AND CONTRACT MANAGEMENT REF NO: REFS/035155**  
Directorate: Supply Chain Management  
(12 Months Contract)

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07), plus 37%  
: Johannesburg (Head Office)  
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification in Supply Chain Management/ Logistics/ Financial Management or Public Management or relevant as recognized by SAQA, with 2-3 years' relevant experience in Supply Chain Management and a valid Driver's License. Skills: Analytical Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Contract administration skills, Tender administration skills and Recording keeping skills. Knowledge: Basic Knowledge and understanding of tender and contract management legislative framework in the Public Service. Knowledge and understanding of PFMA, PPFA and SCM related legislation. Basic Knowledge of Department's procedures on RFQ for short term projects.

**DUTIES**

: Coordination of short-term contracts and projects below and above the threshold of R1 000 000.00: Notify end-users about submission of specifications. Coordinate the committee for short- term contracts ensuring that registers are signed, minutes and the proceeding are recorded and minutes kept. Participate in the evaluation process of projects above the threshold of R1 000 000.00, as well as short-term contracts. Prepare a recommendation for awarding to be signed off by the Accounting Officer. Maintain the register for cooperatives awarded. Report on the job created by short term contracts on monthly basis. Execution of outsourced services below and above R1 000 000.00 for the following sites: Ensure that approved specifications are submitted by end users for the commencement of RFQ on Cooperatives and SMME's for short term contracts below R1 000 000.00. Ensure that RFQ packs issued on time. Close RFP, prepare submissions and approval and ensure that the submissions are approved by the HOD. Prepare appointment letters for approval. Issue appointment letters to service provider and end users. Ensure that end users submit requisitions for creation of purchase orders. Update monthly register for short term contracts for allocated sites. Safekeeping of process files for allocated sites. Ensure that the process files are readily available as and when required. Management of contracts: Prepare appointment and termination letters on short-term contracts and projects awarded. Submit documentation with valid purchase orders. Load all awarded contracts and price adjustments on the SAP CRM System. Monitor expenditures and input new information in the SAP CRA System where contracts need have been adjusted. Ensure that monthly meetings are held with service providers for outsourced services for allocated sites. Conduct spot checks on allocated sites. Ensure that contract performance reports and minutes are submitted by end users on monthly. Development of Cooperatives: Introduction of new cooperatives on quarterly basis. Ensure registration on central database. Ensure rotation for those on the database. Reporting and



document management: Prepare job creation reports. Prepare reports on empowerment of cooperatives. Prepare reports on awarded contracts. Prepare reports for responding to queries on allocated sites. Maintain process files. Ensure the safe keeping of process files. Administer and coordinate tender processes below and above R1 000 000.00 in line with SCM prescripts. Coordinate Bid Committees, ensuring compliance with SCM policies and procedures. Ensure that bid committee registers are signed, proceedings recorded, and minutes compiled and filed. Assist in the evaluation of tenders and short-term contracts. Prepare bid submissions and recommendations for award for approval by delegated authorities. Contract Management: Administer short-term contracts and RFQ processes below R1 000 000.00, including outsourced services. Maintain contract and tender registers, including registers for cooperatives and SMMEs awarded. Compile and submit monthly and quarterly reports on tenders, contracts awarded, and jobs created through short-term contracts. Ensure proper safekeeping of SCM process files and availability for audit and compliance purposes. Assist with contract variations, extensions, and termination processes in line with SCM policies.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. Itumeleng Maisane at 082 810 6152 / Ouwen Gaveni at 071 855 8934  
: To apply for the below position, please apply online at  
<https://jobs.gauteng.gov.za>

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF HEALTH**

*(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)*

- APPLICATIONS** : All applications should be forwarded to: Mrs. T.N.B. Dube: KZN Department of Health, Amajuba Health District Office, Private Bag X6661, Newcastle, 2940  
OR Hand delivered to: 50 Harding Street Nedbank Centre First Floor, Newcastle, 2940. Email to: [Phila.sangweni@kznhealth.gov.za](mailto:Phila.sangweni@kznhealth.gov.za)
- FOR ATTENTION** : Mrs. T.N.B. Dube
- CLOSING DATE** : 13 February 2026
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Applicants are only submitting Z83 and CV, all other documents are submitted by shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free 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.

**OTHER POST**

- POST 03/86** : **FACILITY INFORMATION OFFICER REF NO: AMAJ02/2026 (X1 POST)**  
Component: District Data Management
- SALARY** : R325 101 - R345 054 per annum. Other Benefits: 13th Cheque Plus Medical Aid and Housing Allowance (Optional and Provided the Member meets the requirements)
- CENTRE** : Amajuba Health District Office
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent, National diploma / Degree in information Technology / Management Information Systems / Statistics / Computer Science. Valid Driver's License (Minimum code EB) Valid computer literacy in MS Word, Ms Excel, Ms Power Point and Ms Outlook. A minimum of 1year experience in Routine Health Information System (Anti-Retroviral Therapy – (ART) TIER .NET/ District Health Information System (DHIS) / Electronic TB Register (ETR. HPRS) would be an added advantage. Knowledge, Skills, Training and Competencies Required: Strong communication skills, In Depth Knowledge and skills in Information System s and Data Management. The ability to compile meaningful presentations and / or graphic presentation of statistics and to compare to strategic objectives with reported results, High level of accuracy, Technical knowledge in the Information technology Environment, Ability to work under pressure and meet tight deadlines.
- DUITES** : Roll out (install) TB/HIV Information System & HPRS (ART, TIER.NET) in health facilities within the district. Conduct training on routine Health Information System (ART, TIER.NET / EDR Web. DHIS and HPRS). Maintain and provide technical support to all routine Health Information System (ART,

**ENQUIRIES**  
**NOTE**

- TIER.NET / ETR.NET, District Information System (DHIS) / Electronic Drug Resistant (EDR Web). Ensure accurate, consistent and timeous reporting of Health Programmes data from all facilities within the district. Co-ordinate the collection of routine and non-routine data inclusive of surveys. Populate template for programmes reporting.
- : Ms. B.F. Khanyi Tel No: (034) 312 1174
  - : Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

**PROVINCIAL ADMINISTRATION: LIMPOPO  
PROVINCIAL TREASURY**

*The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender, and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.*



- APPLICATIONS** : Applicants may apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Rensburg Street, Polokwane, 0700. All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. Tel No: (015) 298 7000.
- CLOSING DATE** : 20 February 2026 @ 16H00.
- NOTE** : Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The advert will be posted on the following websites [www.limtreasury.gov.za](http://www.limtreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Departments social media Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be completed in manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The following must be considered in relation to the completion of the Z83 by applicants. All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to 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, 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 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 employment Z83, and applicants are accountable for the information that is provided therein. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant document, which must be submitted to HR on or before the interview date. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend

interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Checks, such as Disclosure her/his financial interests, social media checks, verification checks and certification of claimed qualifications. All shortlisted candidates including Senior Management Services (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. 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 tools. 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 the successful completion of the Senior Management Pre-entry Programme (Nyukela) as endorsed by the National School of Government with effect from 1st 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 pre-entry certificate is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such upon appointment. 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, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

#### **MANAGEMENT ECHELON**

|                                   |   |  |
|-----------------------------------|---|--|
| <b><u>POST 03/87</u></b>          | : | <b><u>DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: LPT/352</u></b><br>Branch: Assets, Liabilities & Supply Chain Management   |
| <b><u>SALARY</u></b>              | : | R1 266 714 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office - Polokwane  |
|                                   | : | An NQF level 7 qualification in Supply Chain Management / Financial Management as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Supply Chain Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Knowledge and sound understanding of HR practices. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts. |

**DUTIES**

: Manage arrangement of new Transversal Contract for implementation by Provincial Departments and participating public entities. Facilitate and manage Transversal Contracts on behalf of the provincial departments and participating public entities. Identify commodities for central facilitation. Develop business cases for newly identified commodities after following due process for commodity analysis, need analysis, industrial analysis, supplier analysis, and market research. Negotiate bulk procurement prices depending on the sourcing strategy identified per commodity. Management of the nomination and appointment of the bid committee members by organs of state. Management of the development of Bid Specification. Management of bid advertisement. Management of Bid Evaluation Report. Management of Bid Adjudication Report and awards. Development of Service Level Contracts and Master Contracts for the commodities awarded. Manage the development of instruction notes for the approved commodities. Management and implementation of Strategic Procurement Framework for the province. Identification of commodities and implementation of set asides in line with Chapter 4 of the Public Procurement Act. Monitoring and provide support on Transversal Term Contracts. Management of existing contracts. Manage assessment of provincial departments and public entities regarding compliance with the transversal contract using the monitoring tools. Manage the analysis of collected data from the monitoring tools. Manage the preparation of the compliance assessment report for provincial departments and public entities. Monitor adherence to the Master Contract by both supplier and organs of state. Monitor adherence to the Service Level Agreements by both Suppliers and organs of state. Manage presentation of the compliance assessment reports and corrective measures to provincial departments and public entities. Identification with stakeholders of projects for funding through Corporate Social Investment (CSI) Projects as influenced by contracts. Monitor the implementation of the CSI and ensure proper reporting in the Annual Financial Statements. Monitor supplier performance for Transversal Term Contracts. Manage the development and review of the supplier performance programme to assess contracted suppliers. Manage the development and review of the supplier performance tool. Manage assessment of contracted suppliers regarding compliance with the transversal contract using the supplier performance tool. Manage analysis of collected data from the supplier performance tool. Manage the compilation of the supplier performance assessment report for contracted suppliers. Manage communication of supplier performance assessment reports to the contracted suppliers. Coordinate Supplier development through enterprise development funding as influenced by the contract. Management of resources within the directorate. Manage compilation and management of performance agreements. Manage compilation and management of performance reviews. Manage submission of the signed performance agreements to the PDMS Unit. Manage the submission of the signed performance reviews to the PDMS Unit. Manage the compilation of procurement plans for the directorate's training needs. Management of risk within the directorate. Identify risks related to every commodity identified for transversal contracting. Manage the Directorate's risk register and develop an action plan. Ensure reporting on Directorate Risk Register / Report.

**ENQUIRIES**

: Ms. Kotze Elizba Tel No: (015) 298 7000

**POST 03/88**

: **DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/441**  
Branch: Financial Governance

**SALARY**

: R1 266 714 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE**

: Head Office - Polokwane

**REQUIREMENTS**

: NQF Level 7 qualification in System Development / Business Analysis / Financial information Systems or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in the Systems Development or related environment. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus.

Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Sound and in-depth knowledge of System Development life cycle, ICT and or Agile project management as well as business analysis. Knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as; Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Negotiation skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

## **DUTIES**

: Manage continuous systems improvement and innovation in the financial management environment. Develop and update training database. Ensure training database is correct by communicating discrepancies to LOGIK. Keep up to date with new release. Conduct training/workshops to provincial departments. Ensure that attendance list is available and provide feedback to training Manager. Report any unscheduled and absenteeism of attendees to the training administrator and to Department. Ensure that USER IDs and exercise are ready before training due date. Ensure attendance and evaluation forms are completed after every training. Ensure effective planning and implementation of financial systems. Compile statistical report for BAS, FINEST, IFMS and SCOA. Prepare means of verifications for BAS, FINEST, IFMS and SCOA. Identify gaps and propose solutions to supervisor. Compile and submit monthly, quarterly and annual reports to the supervisor. Adhere to ICT practices for systems implementation. Maintain Training Venues, equipment, Hardware and software. Ensure that training centres are fully equipped and conducive for training before each training course. Report network problems to GITO directorate and follow up until the problem is solved. Manage ICT source and outsource service providers. Supervise all financial systems by ensuring that; Nomination request letter has been issued to all provincial departments for BAS, FINEST, IFMS and SCOA on quarterly basis. Provincial nominees have been scheduled for the correct functional areas per system and functional area for BAS, FINEST, IFMS and SCOA. Training schedules have been confirmed their attendance before training start. Users' ID's have been created per systems. All user ids are able to access their schedule functions by testing before training in every system. Scheduled functions are all functional in every system. Assessment is conducted after every system. Answer sheets are marked, and result are sent to system controllers for every system. Progress report is received after every system training to address problems encountered. Result is issued to departments for all systems and filed correctly. Visit training centres and observe trainers and suggest ways of improving training. Manage financial systems service delivery to department. Ensure the completion of MOU agreement and quarterly progress reviews are submitted on time to supervisors. Quarterly reviews of subordinates are signed and submitted to supervisor at the end of every quarter. Final review of subordinates signed on time at the end of the financial year.

## **ENQUIRIES**

: Ms. Kotze Elizba Tel No: (015) 298 7000

## **POST 03/89**

: **DIRECTOR: RISK BASED AND INFORMATION SYSTEM AUDIT REF NO: LPT/527**  
Shared Internal Audit Services

## **SALARY**

: R1 266 714 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

## **CENTRE REQUIREMENTS**

: Head Office - Polokwane  
: An NQF Level 7 qualification in Auditing / Accounting or related field as recognized by the SAQA. 5 years' working experience at a middle / senior managerial level in Information Systems Audits. PIA / CIA / AGA (SA) / Government Auditor / RA / CA (SA) will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management.

|                                   |   |  |
|-----------------------------------|---|--|
|                                   |   | Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Knowledge of variety of work ranges and procedures: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research \ analysing. Computer Technical / standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing Workshop presentation and facilitation. Ability to operate computer.  |
| <b><u>DUTIES</u></b>              | : | Manage Information Systems and Cluster 4 (ARD, EDET & TCS) directorate of the Shared Internal Audit Function efficiently and effectively, including ensuring that there is effective financial management and risk management. Manage the implementation of Combined Assurance Plans of Governance, Risk, Control and Compliance of processes in the Cluster 4 Provincial Departments. Ensure delivery of efficient and value adding assurance services in the Directorate. Manage Cluster 4 to foster continuous improvement, innovation, and adherence to the Institute of Internal Auditor's International Professional Practice Framework. Manage ethical conduct and anti-fraud practices on the staff allocated to Cluster 4 in Shared Internal Audit.   |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Kotze Elizba Tel No: (015) 298 7000  |
| <b>OTHER POSTS</b>                |   |  |
| <b><u>POST 03/90</u></b>          | : | <b><u>DEPUTY DIRECTOR: MUNICIPAL FINANCE &amp; GOVERNANCE: FINANCIAL PLANNING &amp; BUDGET REF NO'S: LPT/274 &amp; LPT/295 (X2 POSTS)</u></b><br>Chief Directorate: Municipal Finance & Governance   |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane  |
|                                   | : | An NQF level 7 qualification in Financial Management / Accounting or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Ability to interpret and apply policies. Analytical and innovative thinking. Research. Workshop presentation and facilitation. Leadership. Organizing.   |
| <b><u>DUTIES</u></b>              | : | Monitor and provide support on the preparation of tabled budget in line with MFMA and related circular. Provide support and analyze the table budget including MSCOA data strings from municipalities. Assess and monitor implementation of schedule of key deadlines. Provide written feedback on the assessments. Provide support on the implementation of budget related legislative framework. Monitor and provide support on the preparation of adopted budget in line with MFMA and related circular. Provide support and review the adopted budgets including MSCOA data strings from municipalities. Provide feedback on adopted budget to municipalities. Monitor and support municipalities on mid-year assessments and provide feedback. Provide support and analysis Mid-year budget and performance reports from municipalities. Provide feedback to municipalities on Mid-year analysis and participate in the engagements. Perform a high-level assessment of the adopted adjustment budget and MSCOA data string. Monitor implementation of municipal budget (S71 reports). Provide hands on support to municipalities on Section 71 and MSCOA in-year reports as and when required. Analyse and provide feedback the section 71 reports. Perform roll over assessments. Participate in CFO's Forum. |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Conny Kgadima Tel No: (015) 298 7000   |



|                                   |   |   |
|-----------------------------------|---|---|
| <b><u>POST 03/91</u></b>          | : | <b><u>DEPUTY DIRECTOR: MUNICIPAL FINANCE &amp; GOVERNANCE:</u></b><br><b><u>(ACCOUNTING AND REPORTING) REF NO: LPT/302</u></b><br>Chief Directorate: Municipal Finance & Governance   |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office - Polokwane<br>An NQF level 7 qualification in Financial Management / Accounting or related field as recognised by SAQA. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level in Financial Management / Accounting / Economics. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Municipal Finance Management ACT (MFMA), the Public Finance Management Act (PFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and Prescripts. PFMA, Treasury Regulations and DORA frameworks. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. |
| <b><u>DUTIES</u></b>              | : | Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Support municipalities and municipal entities in the implementation of MSCOA project. Manage municipal accounting, reporting assets and liability management. Monitor S41 reports, follow up and facilitate payments of outstanding balances. Analyse plan of action for the preparation of the AFS. Monitoring and review of the In-year accounting related reports. Participate in the audit steering committee meetings and Audit committee meetings for review of AFS. Analyse in year reports, give feedback and support to municipalities and entities. Support municipalities and municipal entities in the implementation of MSCOA project. Monitor and support on the submission of the consolidated AFS. Provide support to municipalities by assisting in the development Audit Action Plan. Monitor implementation of the Audit Action plans. Participate in tabled budget and mid-year engagement sessions. Provide accounting related inputs into the budget process. Participate in IGR structures. Participate in tabled budget and midyear engagement sessions. Provide feedback on MFM status to National Treasury and other stakeholders.  |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Conny Kgadima Tel No: (015) 298 7000  |
| <b><u>POST 03/92</u></b>          | : | <b><u>DEPUTY DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: LPT/354</u></b><br>Directorate: Transversal Contract Management  |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane<br>An NQF level 7 qualification in Supply Chain Management / Financial Management or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Transversal Contract Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges; procedures and legislative frameworks such as: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B-BBEE Act,   |

**DUTIES**

- Administrative Justice Act, Promotion of Access of Information Act. Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management.
- : Administration of commodity analysis. Coordination of spend analysis. Coordination of need analysis. Coordination of benchmarking exercise and market research. Management of arrangement of new Transversal Contract (s). Coordination of nomination and appointment of bid committee members. Coordination of development of Bid Specification. Coordination of Bid advertisement. Coordination of bid evaluation report. Coordination of Bid Adjudication report and awards. Coordination of contracting and rollouts. Management of existing transversal contracts. Coordination of stakeholder reports. Administration of existing contracts. Coordination of provincial SCM assessments in provincial departments and participating public entities. Coordination of supplier's performance report. Management of resources within the directorate. Compilation and signing of performance agreements. Compilation and signing of performance review. Submission of the signed performance agreements to the PMDS unit. Submission of the signed performance reviews to the PMDS unit. Compilation of activity-based costing. Compilation of cash flow projections. Compilation of procurement plans. Analysis of monthly expenditure reports.
- ENQUIRIES**
- Ms. Conny Kgadima Tel No: (015) 298 7000

**POST 03/93**

- : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: LPT/243**  
Directorate: Budget Management

**SALARY**

- : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE  
REQUIREMENTS**

- : Head Office – Polokwane
- : An NQF level 7 qualification in Financial Management / Financial Accounting / Management Accounting as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Managerial functions. Strategic capabilities and leadership. Programme and basic project management. Financial management. Basic Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Financial Legislations and policies (PFMA, Treasury Regulations, etc). Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals.

**DUTIES**

- : Co-ordinate the provincial strategic budget planning process. Provincialized National budget guidelines and issues to provincial departments. Provide training and capacity building to provincial departments. Provide guidelines on Division of Revenue Acts, PFMA and Treasury Regulations. Co-ordinate the implementation of Provincial Budget. Draft budget process. Issue budget format guide to departments. Receive budget inputs from departments. Give inputs on benchmark exercise and medium-term expenditure meeting. Check compliances on submission of rollover. Check compliances on budget submissions. Develop budget formats template. Compile budget inputs/ submissions from departments. Provide inputs in developing alternative fiscal modalities and approaches to benchmark compensation expenditure and trends of the province against national acceptable norms taking into consideration affordability and economic realities of the South African Economy. Undertake performance management reviews for departments to determine the trend analysis in terms of spending on compensation and the relationship between the spending on COE, improved efficiencies, and achievement of service delivery targets. (outputs and outcomes). Check alignment between approved organisational structures, post establishments and funding provided for posts and the number of posts on PERSAL and facilities in addressing any discrepancies. Prepare revised COE budgets for

the next MTEF based on the outcomes of the performance management reviews for budget analysis. Analyse and provide support in the alignment of provincial strategic plan, annual performance plans and budget expenditure plans. Manage the implementation of provincial priority programmes and projects. Manage the alignment of conditional grants funding to provincial priorities and mandates. Consolidate annual performance indicators in the budget documents. Provide reports on budget performance against annual performance plans. Evaluate the inter-governmental systems for improved performance. Manage new policy proposals are costed and budgeted for. Ensure that national and provincial priorities are incorporated and fully funded in the budget. Give inputs to MTEC hearing. Coordinate MTEC hearing. Provide MTEC reports.

**ENQUIRIES** : Ms. Conny Kgadima Tel No: (015) 298 7000

**POST 03/94** : **DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: LPT/226**  
Directorate: Macro Economic Analysis

**SALARY** : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE** : Head Office – Polokwane  
**REQUIREMENTS** : An NQF level 8 qualification in Economics or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Macro Economics or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Leadership. Visioning. Change management. Planning and organizing. Human Resources Management (People Management). Policy development. Project Management. Limpopo Provincial Government (LPG) policies and procedures. Financial Management. Relevant legislation and Public Service Regulations (PFMA). Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of LPG political and executive structures. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Ability to operate computer. Conflict Management. Financial Management. Strategic Management. Policy formulation. Business acumen. Strategic thinking. Customer management. Results/ quality management. Innovation/ continuous improvement. Problem solving. Analytical. Negotiation. Decision making. Communication. Initiative. Verbal and writing skills. Project management methodologies. Business performance management. Stakeholder relationship management.

**DUTIES** : Analyse key economic variables, their interrelation and relevance for the budget. Determine the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Determine alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators. Manage the implementation of policy for institutional co-ordination and sector integration. Input into the provincial budget process by providing a review of the annual budget process. Consolidate Medium Term Budget Policy Statement. Manage gathering data. Consolidate quarterly bulletin. Determine the objectives of the Provincial Macro econometric modelling. Analyse growth in different economic sectors and advise on which sectors the Province should prioritize and budget for appropriately. Conduct analysis of social sector and economic investment through research. Develop institutional co-ordination and sector integration. Conduct analysis of social and economic investment issue through research. Build and update provincial macro-econometric model. Analyse and interpret the results generated out of the model. Advise policy makers based on the results generated from the model. Identify constraints for growth in the province and advise on alternative policy measures to correct the situation. Provide technical and strategic support in socio economic research, analysis and development. Assess socio economic section of the IDPs and LED strategies. Provide data/information to municipalities/ departments.

**ENQUIRIES** : Ms. Conny Kgadima Tel No: (015) 298 7000

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| <b><u>POST 03/95</u></b>          | : | <b><u>DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS (REVENUE) REF NO: LPT/230</u></b><br>Directorate: Fiscal Policy Analysis (Revenue)   |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office – Polokwane<br>An NQF level 7 qualification in Financial Management / Accounting / Economics or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Revenue Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Financial Legislations and policies (PFMA, Treasury Regulations, etc). Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.  |
| <b><u>DUTIES</u></b>              | : | Coordinate the implementation of revenue enhancement strategy. Benchmark on revenue enhancement best practice. Contribute to the development and review of revenue enhancement strategies. Ensure development of revenue enhancement strategies by departments and entities in alignment of the Provincial Strategy. Contribute to discussion regarding an equitable division of revenue-on-revenue enhancement allocation. Coordinate revenue enhancement bilateral meetings to unearth own revenue collection potential. Facilitate the identification of new sources of revenue and revenue enhancement projects. Provide advice and support on revenue management. Benchmark on provincial revenue management policies and best practice. Ensure the development and implementation of revenue management policies, procedures, and processes (internal control systems) by provincial government in alignment of the provincial policy. Coordinate revenue forum and related forums. Analyse and report on revenue collection performance. Conduct site visits on various revenue collecting institutions. Provide inputs to the development of treasury circulars, guidelines and instruction notes on revenue matters. Provide advice on the acquisition of efficient and effective revenue information management systems and provide support to ensure implementation thereof. Analyse refunds out of provincial revenue in line with the relevant prescripts and facilitate approval. Contribute to the development of revenue debts collection strategies and produce reports. Coordinate and consolidation of provincial reporting. Coordinate training on revenue budget planning and implementation to ensure realistic target setting and collection of set target. Provide support and a to ensure compliance to revenue policies, guidelines and related legislations. Provide advice on the identified risks relating to revenue collection/ generation and ensure corrective measures are implemented. Coordinate the determination of own revenue estimates for the MTEF. Analyse budget proposal from departments and public entities for credibility and provide advises accordingly (1st draft adjustment budget, 2nd draft, and final estimates). Provide feedback to departments and public entities on revenue budget analysis and monitor improvements. Consolidate own revenue budget analysis on proposal and provide recommendations. Analyse submission of break-down per month projections for credibility and provide a report. Ensure consolidation of MTEF revenue budget estimate. Monthly revenue collection assessment to inform budget adjustment and MTEF estimates. Coordination of revenue budget adjustment meetings to inform budget adjustment figures. Provide support to departments to ensure significant of revenue estimates narratives. Interacts with other Directorates that impact on revenue generation and budgeting. Provide revenue budget analysis reports for MTEC hearing, for achievability benchmark exercises. Ensure that revision of tariffs and revenue enhancement projects are considered when finalizing MTEF estimates. Provide revenue inputs into |

MTBPS, OPRE, EPRE and budget adjustment / Budget Processes. Coordinate and consolidation of provincial budget planning. Provide advice on exploitation of all revenue sources and revenue tariffs. Conduct research and analysis on all revenue sources. Coordinate inputs to the determination of tariff guidelines and revenue forecasting capacity. Assess and recommend on revenue tariffs proposals from departments. Development of departmental tariff database/register and ensure implementation of tariffs. Participate in the development of directorate's financial and administration framework. Provide inputs on the development and implementation of directorate operational plans activities. Implement and manage the performance management system / manage human resource.

**ENQUIRIES**

: Ms. Conny Kgadima Tel No: (015) 298 7000

**POST 03/96**

: **DEPUTY DIRECTOR: GOVERNANCE MONITORING AND COMPLIANCE**  
**REF NO: LPT/393**

Directorate: Governance Monitoring and Compliance

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE**  
**REQUIREMENTS**

: Head Office – Polokwane  
: An NQF level 7 qualification in Accounting / Internal Auditing as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating, and organizing. Managerial functions. Secretarial functions. Projects Coordination. Finance. Compilation of reports. Research / analysing. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply Treasury directives PFMA and Treasury Regulations. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.

**DUTIES**

: Manage the implementation of compliance to norms, standards, policies, and guideline. Facilitate the research and quality assure the drafted policies and guidelines for the province. Facilitate the process of drafting new policies and guidelines in terms of Section 18 of the PFMA. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Draft toolkits and report related to PFMA compliance. Manage compliance with the applicable legislation. Coordinate the process of issuing directives on the management of unwanted expenditure (irregular, fruitless and wasteful and unauthorized expenditures). Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statement. Review audited AFS to confirm the unwanted expenditure identified by Audit General. Review irregular expenditure applications for condonement by IECC. Do follow ups on unwanted expenditures on quarterly. Draft IECC minutes and resolutions. Draft feedback letters to departments as per IECC recommendations. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by [provincial public entities (including subsidiaries)]. Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Assess 30 days payments in line with NT Instruction Note number 34. Provide support to governance and oversight structure. Audit Committees: Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 and 27.1 of Treasury Regulations. Facilitate logistical arrangements for Audit Committee and Provincial Technical Committee. Manage the availability of secretariat functions for governance forums. Receive reports from Provincial Legislature. Analyse the reports. SCOPA: Conduct monthly follow up with departments and public entities on the implementation of Scopa resolutions. Set up the meetings with the various stakeholders. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide assistance / technical

advice on how to resolve some of the resolutions. Prepare the register for all the resolutions taken to be signed by both the departments and public entities and treasury. Attend all SCOPA public hearings. Take minutes during the public hearings for support of draft resolutions. Review audited AFS of departments for correct disclosure of unauthorised expenditure. Motivate to Legislature whether identified unauthorised expenditure should be approved with funding or not. Upon the receipt of SCOPA resolutions inform the Legal Services (OTP) to draft Finance Bill. Manage provincial internal control framework. Develop and amend Provincial Internal Control Framework. Develop monitoring tool to monitor implementation of the Framework by Institutions. Facilitate review and amendment of the Provincial Internal Control Framework. Produce Provincial Report to inform Oversight structures about the status of Internal Control in the Institutions. Coordinate provincial forensic investigations in the province. Develop and amend Provincial Investigation Steering Framework for approval by the Committee. Serve as a Secretariat for the Provincial Investigation Steering Committee. Develop Terms of References as requested by the Investigation Steering Committee for Investigations. Liaise and provide support to Forensic Investigation Firms appointed. Follow-up with Institutions on implementation of Forensic Investigations Recommendations. Develop MOUS for assistant directors and monitor their quarterly performance. Develop MOU for five Assistant Directors and monitor and ensure its implementation throughout the year. Informal Quarterly Review of all Subordinates Performance. Formal Reviews of all Subordinates and submit to Human Resources Management. Support subordinates' performance to achieve organisational goals in terms of training and capacity development. Quality assures the work of the subordinates.

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| <b><u>ENQUIRIES</u></b>    | : | Ms. Conny Kgadima Tel No: (015) 298 7000   |
| <b><u>POST 03/97</u></b>   | : | <b><u>DEPUTY DIRECTOR: SYSTEMS ADMINISTRATOR REF NO: LPT/446</u></b><br>Directorate: Director Systems Administration   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)  |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Accounting / Financial Management / Financial Systems or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Accounting / Financial Management / Financial Systems or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of a variety of work ranges and procedures such as, Finance. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals.   |
| <b><u>DUTIES</u></b>       | : | Evaluate incidents and provide support on financial management information systems. Manage the provision of financial systems support to all provincial departments in order to improve financial and HR data management. Conduct financial systems performance in all provincial departments to ensure system availability and reactions time. Manage calls logged for LOGIS/BAS/BARNOWL. Manage investigations & resolution of calls. Escalate calls logged when a need arise to National Treasury. Evaluate statistics on calls logged. Consolidates reports for the Sub-directorate. Manage the administration, utilisation and functionality of financial management information systems. Conduct month and year end processes to improve financial reporting in the province. Manage user account management for all departments to improve access control. Support and manage Departments on the utilization of transversal financial systems. Co-ordinate system support for LOGIS/BAS BARNOWL. Management of exception reports per departments on LOGIS/BARNOWL. Governance, audit and risk management on financial information systems. Data analysis and provision of reports (standards and ad hoc). Management of provincial payments (Creditors). Facilitate Provincial Systems Controllers Forum& workshops (LOGIS/BAS BARNOWL). Manage |

Commitment & Payment reports on LOGIS. Manage BAS Disbursement and payment runs. Manage Service level Agreements with suppliers and facilitate payments for systems suppliers. Coordinate & Manage implementation of System changes by National Treasury. Manage the implementation of circular 07/2022 on sundry payments. Analyse and Manage User Accounts Processes. Manage Disaster recovery process with SITA. Management of Human Resources. Manage stakeholder relationships. Oversee the administrative support functions. Ensure the development of job description and performance agreement for subordinate. Manage leave. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct biannual Reviews. Provide corrective measures in terms of deviations. Consolidates final reviews and respond to committee needs.

**ENQUIRIES** : Ms. Conny Kgadima Tel No: (015) 298 7000

**POST 03/98** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO'S: LPT/415 & LPT/416 (X2 POSTS)**  
Directorate: Financial Accounting & Reporting

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office – Polokwane  
**REQUIREMENTS** : An NQF level 7 qualification in Accounting / Financial Management or related field as recognized by SAQA. 3 years' functional experience in Accounting / Financial Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of a variety of work ranges and procedures such as Finance. Planning and organizing. Needs and priorities of stakeholders. Public administration. Compilation of management reports. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management.

**DUTIES** : Support departments in preparation of annual financial statements to be submitted to the office of Auditor General in line with the prescripts. Provide guidance in the completion of AFS template and accounting treatment. Review AFS for departments before submitting to AG. Submit AFS review reports to Audit Committee. Analyse the Audit Action Plan and provide feedback on the adequacy of addressing the root cause of the finding to mitigate against reoccurrence. Arrange workshops on updates for departments on AFS reporting framework. Assess and report on the quality of interim financial statements. Monitor the implementation of National Treasury instruction notes by Departments. Review, engage and provide feedback on IFS for departments. Follow up on the implementation of recommendations for issues raised. Coordinate quarterly Financial Accounting Forum. Distribute templates for reporting to departments. Monthly support on clearance of suspense accounts for the departments. Make follow up on submission of monthly suspense accounts reports. Analyse the suspense accounts reports. Provide feedback on suspense accounts reports. Provide technical support on accounting treatments. Comment on exposure drafts. Testing of the draft template and provide comments to National Treasury. Co-ordinate the comments on MCS and AMD to National Treasury. Co-ordinate the challenges on the template and accounting treatments to National Treasury. Provide technical support on accounting standards. Assist departments in responding to audit findings.

**ENQUIRIES** : Ms. Conny Kgadima Tel No: (015) 298 7000

**POST 03/99** : **ASSISTANT DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/254**  
Directorate: Public Finance & Data Management

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office – Polokwane  
**REQUIREMENTS** : An NQF level 7 qualification in Financial Management / Accounting or related field as recognized by SAQA. 3 years' functional experience in Financial Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work

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|                            |   | <p>ranges and procedures such as Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Working on Excel and PowerPoint presentation and report writing. Standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity management.</p>   |
| <b><u>DUTIES</u></b>       | : | <p>Receive and record reports for IYM submissions (hard copies and soft copies) from departments and public entities. Receive recording the submitted reports according to the dates of submissions. Maintain the accuracy of information in the register. Submit the names for non-complying Departments and Public entities to the Deputy Director. Prepare draft non-compliance letters on IYM submission. Arrange logistics towards the hosting of quarterly expenditure monitoring bilateral, conditional grants bilateral and budget, revenue, and expenditure forum meetings. Assist in the issuing of invitations and other correspondence including the Terms of Reference. Arrangement of a venue for a meeting. Arrangement of catering services with Supply Chain Management. Prepare minutes for Budget, Revenue and Expenditure forum. Assist preparation and development of reports for conditional grants and quarterly expenditure monitoring bilateral. Check correctness and consistence of information presented by departments against the reports as submitted. Source adequate reasons for under and over performance from programme managers and departments. Ensure those inputs are provided promptly for consolidation of IYM. Prepare draft reports for use by other forums within the Province. Prepare draft minutes for Conditional Grants and Quarterly bilateral. Assist in the assessment and analysis of business plans for conditional grants allocated programmes. Assist in drawing schedule for Business plan development in line with the DORA frameworks. Prepare draft implementation plan analysis reports with recommendation. Coordinate the development of Conditional Grant Business plan. Check the alignment of Business Plans and Annual Performance Plans. Assist in coordinating the evaluation of Conditional Grant Programme Performance. Assessment and analysis of business plans for recommendation by the Head of Provincial Treasury.</p> |
| <b><u>ENQUIRIES</u></b>    | : | <p>Ms. Conny Kgadima Tel No: (015) 298 7000</p>  |
| <b><u>POST 03/100</u></b>  | : | <p><b><u>ASSISTANT DIRECTOR: PROVINCIAL ASSET MANAGEMENT REF NO'S: LPT/320 &amp; LPT/327 (X2 POSTS)</u></b><br/>Directorate: Provincial Asset Management</p>   |
| <b><u>SALARY</u></b>       | : | <p>R468 459 per annum (Level 09)</p>   |
| <b><u>CENTRE</u></b>       | : | <p>Head Office – Polokwane</p>   |
| <b><u>REQUIREMENTS</u></b> | : | <p>An NQF level 7 qualification in Financial Management / Supply Chain Management or related field as recognized by SAQA. 3 years supervisory level in fixed assets and inventory in Public Sector. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge &amp; Skills: Knowledge of variety of work ranges; procedures and legislative frameworks such as Knowledge and experience of LOGIS and BAS. Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Good communication skill. Liaison skill. Networking. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.</p>  |
| <b><u>DUTIES</u></b>       | : | <p>Conduct assessment on maintenance of assets register. Draw the monitoring scheduled of visits. Communicate the schedule. Request reconciliation packs. Analyse reconciliations. Assist in verification of supporting documents. Compile the report. Conduct assessment on asset verification. Monitor the progress of asset verification. Conduct verification of supporting documents. Compile the verification report. Conduct assessments on disposal of assets. Monitor the disposal activities. Analyse reconciliation of the Disposal. Conduct verification of supporting documents. Compile the disposal report. Conduct assessment on the safeguarding of assets. Drawing the monitoring schedule of visit. Communicate the schedule. Conduct site inspection. Compile the safeguarding of asset report. Conduct assessments on inventory management. Drawing the monitoring schedule of visit. Communicate the schedule. Conduct site Inspection. Conduct verification of supporting documents. Compile the inventory management report.</p>   |



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| <b><u>ENQUIRIES</u></b>    | : | Ms. Conny Kgadima Tel No: (015) 298 7000   |
| <b><u>POST 03/101</u></b>  | : | <b><u>ASSISTANT DIRECTOR: SCM GOVERNANCE &amp; COMPLIANCE REF NO: LPT/345</u></b><br>Directorate: SCM Governance & Compliance  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)  |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Supply Chain Management / Financial Management as recognized by SAQA. 3 years' functional experience in Supply Chain Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as Knowledge of Public Sector SCM policies and procedures. Technical / standards / procedures. Finance. Planning and organising. Needs and priorities of the department. Legal background. Ability to interpret and apply policy. Analytical and communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. Strategic Management.  |
| <b><u>DUTIES</u></b>       | : | Management of tender bulletin. Receive tender advertisement request from departments. Analyses the request submitted by departments. Assess bid documents and liaise with institutions on enquiries. Capture the submitted draft for verification. Distribute bulletin of various stakeholders for publication. Management of procurement plans and reporting. Facilitate and co-ordinate submission of the Procurement Plans reports by institutions. Facilitate and co-ordinate analysis and consolidation of Procurement Plans reports. Facilitate and co-ordinate communication with departments / entities with regard to non-submission of Procurement Plans report. Facilitate end co -ordinate generation of quarterly Procurement Plan reports. Facilitate and co-ordinate record keeping of the Procurement Plans reports. Arrange SCM forum and capacity building. Arrange SCM capacity building. Invite members. Prepare SCM forum documentations. Prepare the attendance register Minutes taking. Filling of SCM Forum proceedings. Management of deviation and variations/ extensions expansions. Recording of Deviation/ variations/ extensions /expansions Reporting two days after the reporting to Treasury. Capture deviation / variations / extensions / expansions. Analysis of deviation reporting variations / extensions / expansions. Reporting on quarterly basis. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Conny Kgadima Tel No: (015) 298 7000   |
| <b><u>POST 03/102</u></b>  | : | <b><u>ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: LPT/386</u></b><br>Directorate: Transversal Risk Management  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)  |
| <b><u>CENTRE</u></b>       | : | Head Office – Polokwane  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification in Risk Management or related as recognized by SAQA. 3 years' functional experience in Risk Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating & Organizing. Managerial functions. Secretarial Functions. Projects Coordination. Finance. Compilation of reports. Research \ analyzing. Computer. Ability to interpret Treasury directives/PFMA and Treasury Regulations. Decision Taking skills. Conflict Management. Analytical and Innovative. Report writing skills. MS Word. Leadership skills. Project Management. Financial Management. Strategic Management. Policy formulation and Implementation. Adaptability to Changes. Diversity management. Minutes taking. Meeting Coordination. Communication Skills.   |
| <b><u>DUTIES</u></b>       | : | Assess compliance with public sector risk management framework within votes and public entities. Send reminders to CROs for updating progress in the Risk Management software. Draw the quarterly reports from the system and analyse. Compile the draft analysis reports and provide the recommendations with respect to gaps identified. Prepare the analysis report for editing by immediate supervisor. Monitor and assess risk profiles from votes and public entities. Send reminders to CROS for updating progress in the Risk Management software. Draw the report from the system and analyse progress with respect to implementation of the action plans by institutions. Compile the risk profile progress report and provide recommendations with respect to gaps  |

identified and prepare the analysis report for editing by immediate supervisor. Assist with the monitoring of a provincial risk profile. Send reminders to CROs for updating progress in the system. Draw the progress report from the system and analyse. Compile the progress analysis report and provide recommendations with respect to gap identified. Compile and prepare the analysis report for editing by immediate supervisor. Provide support on the utilization of risk management software. Assist in organizing system trainings in line with the identified training needs. Assist in arranging risk management software (Barn Owl) meetings to provide support to all system end-users especially Barn Owl champions and RMC members. Assist in conducting quarterly Barn Owl utilization analysis reports. Assist in providing administrative support to centralized independent RMC chairpersons within the province. Assist in organizing RMC chairperson's induction course. Assist in facilitating RMC meetings scheduled of the province. Assist in requesting BAS from financial accounting and prepare payments for independent Chairpersons. Assist in facilitating the submissions of chairperson's quarterly reports to LPT and AC. Assist in providing secretariat functions for the centralized RMC chairperson structure. Assist with the coordination of the activities of provincial risk management forum and Barn OWL Meetings. Send invites to the votes and public entities (institutions) as well as external members of the forum e.g., National Treasury, Professional bodies etc. Prepare and circulate forum packages (presentations, agendas, and attendance registers). Secure venues and catering for Forum meetings. Send reminders to the external / internal stakeholders' presenters. Take and compile the Forum minutes and circulate the draft minutes to Forum members for further inputs after the meetings.

**ENQUIRIES** : Ms. Conny Kgadima Tel No: (015) 298 7000

**POST 03/103** : **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING AND COMPLIANCE REF NO'S: LPT/402 & LPT/404 (X2 POSTS)**  
Directorate: Governance, Monitoring and Compliance

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office – Polokwane  
**REQUIREMENTS** : An NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.

**DUTIES** : Coordinate implementation of compliance to norms, standards, policies, and guidelines in provincial departments. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in the departments and ensure that an action plan is developed to address all the gaps identified. Facilitate and support departments and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support departments in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit Committees, SCOPA, etc..). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in departments. Coordinate the process of registration and de-registration of public entities and subsidiaries. Analyse and draft reports on section 54 applications. Prepare and submit consolidated monthly and quarterly reports. Provide support to Departments on implementation of house (SCOPA) Resolutions. Prepare and submit monthly and quarterly reports on

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|                            |   | progress of resolving resolutions by relevant Departments. Assist in coordination of PAGs' Bilateral sessions with Departments in terms of all logistics i.e., issuing meeting invites, agenda minutes and resolutions drafting and attending for engagements.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Conny Kgadima Tel No: (015) 298 7000   |
| <b><u>POST 03/104</u></b>  | : | <b><u>PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR GENERAL: SRM REF NO: LPT/222</u></b><br>Branch: Sustainable Resource Management  |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)  |
| <b><u>CENTRE</u></b>       | : | Head Office - Polokwane  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 (National Diploma) qualification in Office Management / Office Administration / Management Assistant as recognised by SAQA. One (1) to two (2) years working experience in Office Management / Office Administration / Management Assistance / Secretariat. Knowledge & Skills: Good grooming and presentation. Basic knowledge on financial administration. Good telephone etiquette. Good interpersonal relations. Excellent communication. Report writing skills. Ms Office Packages (Ms Word, Ms Excel; Ms Power-point; Ms Outlook). Time Management. Ability to work under pressure. Ability to maintain confidentiality. PFMA and Treasury Regulations. Batho Pele principles. Competencies: Planning and organising. Networking and Customer service orientation. Organizational communication effectiveness. Self-management.   |
| <b><u>DUTIES</u></b>       | : | Provide a secretarial support service to DDG. Receives telephone calls. Operates and ensures that the Office equipment, e.g., fax machine and photocopier are in good order. Records the engagement of the DDG. Utilizes discretion to decide whether to accept/decline or refer to other employees request for meetings. Coordinates with and sensitized/advises the Deputy Director General regarding engagements. Compile realistic schedules of appointments. Renders administration support services. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g., progress, Monthly reports, Management reports. Scrutinizes routine submission/ reports and make notes and/or recommendations. Responds to enquire received from internal and external stakeholders. Drafts documents as required. Filing of documents. Collects, analyses, and collates information requested. Clarifies instructions and notes on notes behalf of the DDG. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the DDG. Manages the leave register and telephone accounts for the units. Handles the procurement of standards items like stationary, refreshment etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advises and monthly salary reports. Provides support to DDG regarding meetings. Scrutinizes 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 communications to relevant role players, follow-up on progress made. Prepare briefing notes for the DDG as required. Coordinates logistical arrangements for meetings when required. Support the DDG with the administration of budget. Collects and coordinates all the documents that relate to the budget of DDG MEC's office. Assists DDG in determining funding requirements for purpose of MTEF submissions. Keeps records of expenditure commitment, monitors expenditure and alerts DDG of possible over-and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the manager and compiles draft memos for this purpose. |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Conny Kgadima Tel No: (015) 298 7000   |
| <b><u>POST 03/105</u></b>  | : | <b><u>LOGISTIC PRACTITIONER REF NO: LPT/200</u></b><br>Directorate: Supply Chain Management  |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)  |
| <b><u>CENTRE</u></b>       | : | Head Office - Polokwane  |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 6 (National Diploma) qualification in Supply Chain Management / Financial Management / Logistics Management or related field as recognised  |

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|  |   | by SAQA. One (1) to Two (2) years working experience in Logistics / Supply Chain Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Research \ analysing. Computer. Technical/standards/procedures. Needs and priorities of the Department. Ability to interpret. and apply policy. Analytical and innovative thinking. Ability to operate computer. Organizing. Conflict Management. Financial Management. Adaptability during changes to meet the goals. Change/ diversity management.  |
| <b><u>DUTIES</u></b>                             | : | Capture information on the memorandum of goods and services. Check three quotation or letter of award attached to the memorandum of goods and services. Check supporting documents attached to the memorandum before capturing. Check budget allocation. Check specimen signatures. Capturing and committing orders on the LOGIS and BAS systems. Capturing of orders. Capture information from the requisition on the LOGIS system. Verify captured information and modify quotation. Link quotation on the LOGIS system. Capture procurements advise. Approve procurements advise. Administrative duties, Fax entity forms to suppliers, Fax orders to service providers and ensure that they been received. Confirm services with the service providers. Enter accounts copies in the prescribed register and submit to accounts division. File copies of orders in the relevant files. Clearing of outstanding commitments. Cancel orders. Modify orders. Make enquires on outstanding orders.  |
| <b><u>ENQUIRIES</u></b>                          | : | Ms. Conny Kgadima Tel No: (015) 298 7000  |
| <b><u>POST 03/106</u></b>                        | : | <b><u>TELECOM OPERATOR REF NO'S: LPT/124 &amp; LPT/123 (X2 POSTS)</u></b><br>Directorate: Records Management & Auxiliary Services<br>Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.   |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R193 359 per annum (Level 04)<br>Head Office - Polokwane<br>Grade 12 / Matric / An NQF level 4 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing switchboard operation. Ability to operate switchboard machines. Teamwork. Good interpersonal relations. Able to work under pressure.  |
| <b><u>DUTIES</u></b>                             | : | Rendering an efficient and effective telecom or switchboard services. Attend incoming and outgoing calls. Transfer call to the relevant extension. Providing clients with relevant information. Prompt answering of calls, friendly and helpful. Take message and convey them to other relevant staff. Record keeping of all outgoing calls. Identify and report telephone faults to the supervisor. Manage and handle extremely high volume of incoming calls. Transmit outgoing calls and handle transfer of calls. Test switchboard lines and assist technician. Compile procurement requisition relating to the switchboard section and submit invoice to the supervisor for payment to the switchboard service provider. Arrange telephone instruments for new employees and replacement of faulty telephone instruments for service. Provider. Perform administrative duties that relate to the switchboard as requested by the supervisor. Send itemized bills of switchboard extension to all staff to identify private and official calls. Assist and help the supervisor with maintenance of the telephone register. Assist with quarterly audit of telephones, fax and ISDN lines. Make sure compliance in accordance with National Treasury prescripts and GCIS financial policies Act as back-up for other colleagues in the section and attend to enquires. Provide any other administrative support to the department. |
| <b><u>ENQUIRIES</u></b>                          | : | Ms. Conny Kgadima Tel No: (015) 298 7000  |
| <b><u>POST 03/107</u></b>                        | : | <b><u>DRIVER REF NO: LPT/211</u></b><br>Directorate: Supply Chain Management  |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R193 359 per annum (Level 04)<br>Head Office - Polokwane<br>ABET / AET or Grade 10 as recognised by SAQA. Driving experience. Valid vehicle driver's license plus Professional Driving Permit (PDP). Knowledge & Skills: Knowledge of procedures to operate a motor vehicle e.g., procedures to obtain trip authorities, complete the logbooks of motor vehicle, obtain consumables (e.g., petrol) and obtain basic services (e.g., fixing a flat tire). knowledge of the prescripts for the correct utilization of the motor vehicle e.g.  |

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|  | How and for what purposes can the motor vehicle be utilised and the requirements for the storage of the vehicle. Knowledge of procedures to ensure that the motor and retrieval procedures. Understanding of the work in registry. Computer operating skills. Language. Planning and organisation. Good verbal and written communication skills.   |
| <b><u>DUTIES</u></b>                     | : Render core driver functions; Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and goods handled. Render a clerical support / messenger service in the office. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.  |
| <b><u>ENQUIRIES</u></b>                  | : Ms. Conny Kgadima Tel No: (015) 298 7000   |
| <b><u>POST 03/108</u></b>                | : <b><u>CLEANER REF NO: LPT/132</u></b><br>Directorate: Records Management & Auxiliary Services  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R138 486 per annum (Level 02)<br>: Head Office - Polokwane<br>: ABET / AET/ Grade 10 as recognised by SAQA. Knowledge & Skills: Sound and in-depth knowledge of providing housekeeping. Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.  |
| <b><u>DUTIES</u></b>                     | : Cleaning of offices daily. Dusting and waxing office furniture. Sweeping scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bin. Cleaning of restrooms daily. Cleaning toilets. Replacing toilet paper. Emptying and washing waste bins. cleaning of corridors, elevators, and passages. Cleaning elevators. Clean corridors. Clean the passages. Keep and maintain cleaning materials and equipment's. Report broken cleaning materials and equipment's. Cleaning of machines (Microwaves, vacuum cleaners) and equipment's after use. |
| <b><u>ENQUIRIES</u></b>                  | : Ms. Conny Kgadima Tel No: (015) 298 7000   |

#### **DEPARTMENT OF SPORT, ARTS AND CULTURE**

***Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.***

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| <b><u>APPLICATIONS</u></b> | : Applicants should apply using E-Recruitment system at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a>   |
| <b><u>CLOSING DATE</u></b> | : 02 March 2026   |
| <b><u>NOTE</u></b>         | : Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments 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. Practical Exercise (a) 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. (b) The assessment must comprise a formal test to determine a candidate's proficiency |

in core functions and the technical dimensions specified in the job advertisement. <https://www.dpsa.gov.za/dpsa2g/documents/ep/2024>

Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The advert will be posted on the following websites: [www.sac.limpopo.gov.za](http://www.sac.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za), and [www.dpsa.gov.za](http://www.dpsa.gov.za). NB: Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers.

## **MANAGEMENT ECHELON**

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| <b><u>POST 03/109</u></b>  | : | <b><u>CHIEF DIRECTOR: DISTRICT COORDINATION REF NO: DSAC 2025/01</u></b>  |
| <b><u>SALARY</u></b>       | : | R1 494 900 per annum (Leve 14)  |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate Qualification (NQF level 07) Advanced Diploma / Degree/ B-Tech in Public Administration/ Management qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of five (5) years' experience in management at Senior Managerial level. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities). Core and Process Competencies: Strategic capability and leadership, financial management, change management, client orientation and customer focus, good communication, report writing, facilitation, co-ordination, networking, strategic capability and leadership, people management and empowerment, computer literacy, service delivery innovation, public service knowledge, negotiation and policy formulation. Knowledge and Skills: Knowledge: Knowledge and understanding of the legislative framework governing the Public Service, deep knowledge of the relevant arts and culture legislation, knowledge and understanding of the legislative framework governing the Public Service, sound understanding of the arts and culture industry and thorough understanding of policy formulation and coordination and good background in service delivery, turn around and change management strategy Skills: Interpersonal, leadership, analytical, diplomacy, planning and organization, good communication, problem solving and analysis, time management, team player, strategic planning and policy analysis and development.   |
| <b><u>DUTIES</u></b>       | : | Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. Manage the development of visual arts Industry in the province: Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. Manage the development and distribution of local film and video: Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |

## OTHER POSTS

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| <b><u>POST 03/110</u></b>  | : | <b><u>DEPUTY DIRECTOR: TRANSLATIONS, EDITORIAL SERVICES REF NO: DSAC 2025/02</u></b>   |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.  |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)  |
| <b><u>REQUIREMENTS</u></b> | : | A three-year Diploma (NQF level 6) or Bachelor's Degree in Language Practice / Translation or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Language Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Skills: Translation skills, people management skills and financial skills Knowledge: Translation, management of human resource and using sub-directorate budget through proper financial management.   |
| <b><u>DUTIES</u></b>       | : | Manage translation of documents into official languages of Limpopo: Receive documents from clients, allocate source documents to officials for translation, ensure the availability of updated register of translations and ensure that translated documents are edited Manage editing of official informative documents into official languages: Receive edited documents, ensure that documents have been edited and ensure that translated documents are dispatched to clients. Manage the provision of language services offered to people with disabilities: Facilitate the provision of SASL during major events, manage SASL promotion campaigns, manage execution of SASL interpreting services and ensure that SASL service providers are paid in time. Manage projects that redress previously disadvantaged languages: Ensure that multilingualism promotion materials are available, manage the coordination of multilingualism campaigns and ensure that means of verification for the campaigns are available and report on multilingualism campaigns conducted. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor the performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186   |
| <b><u>POST 03/111</u></b>  | : | <b><u>DEPUTY DIRECTOR: PROVINCIAL ARCHIVES &amp; RECORDS REF NO: DSAC 2025/03</u></b><br>Re- advertisement: Applicants who applied before are encouraged to apply again.   |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum (Level 12), (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).   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)  |
| <b><u>REQUIREMENTS</u></b> | : | A three-year National Diploma (NQF level 6) or Bachelor's Degree in Archives / Records Management / Library Studies or equivalent qualification related to the field as recognised by SAQA. A minimum of 5 years of experience in Archives & Records Archives & Records Services environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures, administration procedures including norms and standards, organizing and planning, Skills: Basic interpersonal relations, analytical skills, written and verbal communication, computer literacy research skills, presentation skill, training and presentation skills, project management and interviewing skills.  |
| <b><u>DUTIES</u></b>       | : | Manage provincial records classification, appraisal and disposal services: Preserving corporate memory and heredity, ensuring implementation of retention and disposal schedules, responding to internal and external information enquiries. Provide management, monitoring, evaluation and training: advising on and implementing new records management policies and classification systems, setting up maintaining, reviewing, and documenting  |

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|                                   |   | records systems, storing, arranging, indexing, and classifying records. Collecting and appraisal of records: conduct inspections on records and archives management, recommend issuing of disposal authority. Conduct information research: Document provincial heredity and research historic topics. Management of human resource and physical resources in the division: manage performance and development of employees within the division, develop and review the division's plans, ensuring adherence to the service delivery standards, compliance to applicable Acts, policies and strategies, proper management and accountability for assets of the division, motivate and inspire employees to attain organisational objectives.  |
| <b><u>ENQUIRIES</u></b>           | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |
| <b><u>POST 03/112</u></b>         | : | <b><u>DEPUTY DIRECTOR: ACADEMY OF SPORT REF NO: DSAC 2025/09</u></b><br>(for a period of One (1) Year contract)   |
| <b><u>SALARY</u></b>              | : | R1 059 105 per annum (Level 12), (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).  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office<br>A three-year National Diploma (NQF level 6) or bachelor's degree in Sport Management or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge: Knowledge of Public Service administration Procedures and Policies, knowledge of Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / Diversity management. Skills: Research skills, computer literacy, good Communication skills, client orientated skills, report writing skills; Facilitation skills, co-ordination skills, liaison skills, typing skills and networking.  |
| <b><u>DUTIES</u></b>              | : | Sport Science and medicine support: Coordinate sport specific testing using scientific protocols, facilitate physiotherapy services for athletes, facilitate medical services for athletes and facilitate rehabilitation programmes for athletes. Coaching: Train elite coaches, provide qualified elite coaches to selected talented athletes, deploy head coaches during training camps and championships, provide access to information and the latest trends on coaching performance squad and events: Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programmes and coordinate exchange programmes. Talent identification: Deploy scouts, facilitate access to conducive facilities, monitor usage of correct selection criteria and capture data of the selected athletes into the academy database. Management of human and financial capital in the division: Manage performance and development of employees within the division, develop, implement and monitor service standards and operational plans, develop, review and ensure compliance to applicable policies and strategies, conduct budget planning and monitor utilisation in accordance with applicable prescripts. |
| <b><u>ENQUIRIES</u></b>           | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |
| <b><u>POST 03/113</u></b>         | : | <b><u>DEPUTY DIRECTOR: TRANSPORT REF NO: DSAC 2025/04</u></b>   |
| <b><u>SALARY</u></b>              | : | R896 436 per annum (Level 11), (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).  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office (Polokwane)<br>A three-year National Diploma (NQF level 6) or Bachelor's Degree in Transport Management or Logistics or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in transport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of variety of work and procedures on fleet ranging from: Management functions, interpretation of reports, report writing, investigation and interpretation of policies. Skills: People management, planning and organizing, time management, strategic planning, policy analysis and development, good communication skills, leadership skills,  |



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|                                   | change and knowledge management and workshops presentation and facilitation.   |
| <b><u>DUTIES</u></b>              | : Provide fleet (Both subsidized and state vehicle): Make submission for the purchasing of new cars, arrange private registration, allocation and registration numbers for the new cars with Department of Transport, ensure that state vehicle are inspected before issued to the drivers, facilitate hiring of buses for the departmental activities, plan and coordinate usage of fleet for the drivers within the department, receive and check all applications for subsidized motor vehicle from the Directorate, present applications to Transport Advisory Committee for evaluation, submit applications to the service provider for acquisition of cars after approval and inform applicants to collect their subsidized cars and prepare submission for approval to authorize officials to participate under scheme B. Management of vehicles in operation (both GG and subsidized vehicles): Ensure that quarterly inspection for both GG and subsidized motor vehicles are carried out, monitor monthly inspection of subsidized motor vehicles that have not honoured their contracts before fuel claims are paid, monitor usage of subsidized motor vehicle, issue directives on proper usage of subsidized motor vehicle, ensure that fuels claims are submitted within three months for payment, ensure that fuel claims accompanied by the log-sheets, itinerary form or monthly plan for payment, advise department on matters related to transport, formulate departmental policies, procedure manuals and circulars on transport related matters, attend all meetings relate to transport matters, train staff members within the department on new transport policies and ensure that officials interested in participate under scheme B and obtain approval. Manage GG vehicle: approve exemption letters for use of GG vehicle after working hours, weekends and holidays, analyse report/statement from the service provider on usage of GG vehicle before running costs are paid, facilitate disposal of GG vehicle that belong to the department, ensure that only authorized drivers are allocated with GG vehicles for use, liaise with the Provincial Department of Transport regarding competency test driving skills for our department drivers, issue directive on proper usage of GG vehicle, facilitate insurance cover for cars, ensure that accidents are reported to the police immediately after the happen, ensure that accident forms are properly completed by the driver concern and signed by his/her supervisor or responsible manager, ensure that accident form are submitted to Legal service directorate for legal opinion and ensure that GG vehicle are sent to the Merchants for repair after approval. Ensure maintenance of GG vehicles: Ensure that damaged GG vehicles are repaired, ensure that GG vehicles are serviced cleaned on regular basis, ensure that license discs for GG vehicles are renewed and compile quarterly maintenance reports on state vehicle. |
| <b><u>ENQUIRIES</u></b>           | : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186   |
| <b><u>POST 03/114</u></b>         | : <b><u>DEPUTY DIRECTOR: COMMUNICATIONS, PUBLIC RELATIONS AND MARKETING REF NO: DSAC 2025/05</u></b>   |
| <b><u>SALARY</u></b>              | : R896 436 per annum (Level 11), (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).   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : Head Office (Polokwane)<br>: A three-year National Diploma (NQF level 6) or Bachelor's Degree in Journalism, Communications, Media studies, Marketing, Public Relations and Communications Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years experience in Communication, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Skills: Communication skills, graphic designing skills, research and management skills, financial excel management, writing skills and academic/story writing Knowledge: Legislative prescripts or framework, Constitution, PFMA, communication policies, PAIA.   |
| <b><u>DUTIES</u></b>              | : Design the layout of publications and promotional materials: Manage the compilation of corporate publications, manage departmental social media platforms and website updates, facilitate the publishing of departmental documents and co-ordinate marketing and communication. Co-ordinate the publishing of departmental documents: Ensure access to departmental information for service delivery, issue out media release and invites to ensure  |

that departmental programmes receive media coverage, manage the departmental website and promote good image of the department. Provide advice on communication needs: Facilitate the development of departmental communications strategy, manage and promote special projects and campaigns, strengthen good relationship with both internal and external stakeholders, development of communication legislative frameworks and ensure newsletter in order. Management of Human and Physical Resources: Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate and monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts and ensure proper management of assets within the division.

**ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**POST 03/115** : **DEPUTY DIRECTOR: STRATEGY AND POLICY DEVELOPMENT REF NO: DSAC 2025/06**  
Re-advertisement: Applicants who applied before are encouraged to apply again.

**SALARY** : R896 436 per annum (Level 11), (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).

**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Strategy and Policy Development / Development Studies / Public Policy or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years of experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Sounds and knowledge of PFMA, governance planning framework, government planning cycle (MTEF and strategic planning), knowledge and understanding of public service legislation and policy framework, national and provincial development plans, government planning, policy and research development frameworks, strategic planning and policy development, research, understanding of Batho Pele Principles. Skills: Computer literacy (MS Office: Word, Excel, Power Point, outlook etc). Policy formulation, coordination, research, compilation of management reports, formulation and editing, facilitation and presentation, interpersonal relations and ability to work under pressure.

**DUTIES** : Facilitate the Batho Pele programmes within the department: Facilitate the implementation of Batho Pele principle by following up on issues raised during consultative meetings on a regular basis, attend and record issues raised during the stakeholder's forum and submit to relevant offices for follow up, coordinate the process of conducting customers survey, record issues and ensure they are attended by relevant departments, facilitate the monitoring process of suggestion boxes. Facilitate the development and implementation of service standards and service delivery plan: Coordinate development, monitoring and evaluation of service standards, management of reports for monitoring and evaluation of SDIP and facilitate feedback, coordinate development and review of SDIPs as per DPSA template, provide administrative and institutional support for all directorates to improve services to the people as per the SDIP cycle, communicate service standards to the public, conduct all awareness or advocacy projects and service complaints programme e.g. Presidential and Premier hotline. Co-ordinate change management and service delivery improvement mechanisms: Facilitate implementation of changes management interventions, manage customer relations and frontline services improvement including complaint mechanisms, queue and reception management, facilitate development of service standards charter, facilitate implementation of Batho Pele programmes, facilitate service delivery improvement planning. Coordinate mainstreaming of gender and women, people with disability, youth and older persons, as well as human rights programmes: Facilitate the presentations, awareness sessions and capacity development with regard to special groups, coordinate the impact of services within the department with regard to youth, children, older persons and people with disabilities, facilitate the integration of HDI's and special groups within the

department programmes, collaboration and partnership with institutions that are responsive to department programmes for special group. Management of Human and Physical Resources: Manage the performance and development of employees within the division, develop and review operational plans for the division, evaluate and monitor performance and appraisal of employees, develop and ensure adherence to service delivery standards, conduct budget planning and monitor utilization in accordance with applicable prescripts, ensure proper management of assets within the division.

**ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**POST 03/116** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO. DSAC 2024/07**

**SALARY** : R896 436 per annum (Level 11), (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).

**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Labour Relations / Labour Law or equivalent qualification related to the field. A minimum of 5 years of experience in Labour Relations environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge: Sound and knowledge of relevant prescripts such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolutions. Skills: Negotiation skills, people management, financial management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, group dynamics and diversity management, facilitation skills, leadership skills, change and knowledge management and disciplinary management.

**DUTIES** : Disciplinary code and procedure, dispute resolution procedure councils and chambers resolutions in the department: Conduct a survey on the status of grievance rules ,disciplinary code and procedure, dispute procedure councils and chambers resolutions in the department, advise the hod on grievance rules ,misconduct, disputes and resolutions, collect statistics on grievances, misconduct and disputes and analyse the trend, compile a consolidated report on grievances, misconduct and disputes for submission to management and other relevant stakeholders, make recommendations to the hod on intervention strategies, develop intervention strategies to address the challenges and coordinate the flow of information on grievances, misconduct, disputes and resolutions to the key stakeholders. Handle and facilitate grievances, misconduct cases, dispute resolution and capacity building in the department: Receive allegations of misconduct from supervisors and or managers, secure attendance of witnesses to be present at the hearings, advise the Head of Department on all matters related to labour remedial service/misconduct cases, recommend the appointments of employer representative and chairperson of the disciplinary hearing, represent the employer during disciplinary hearings, draft allegations in terms of clauses 6 and 7 of the disciplinary code and procedure, PSCBS Resolution 1 of 2003, and inform the alleged offender about his/her rights, communicate the outcome of the disciplinary hearing with the alleged offender, preside over disciplinary hearings in terms of clause 7.3 of code, raise with the offending employee to submit an appeal, refer the appeal to the Executive Authority, receive complaints and grievances lodged including referrals of disputes declared, analyse issues in disputes surrounding grievances and disputes, advise and seek mandate from Head of Department for resolution of disputes, advise management on the validity of the complaints and or grievances, investigate the grievance and seek a fair resolution thereof, advise the aggrieved and management on the status of the grievance, advise the aggrieved employee on the outcome thereof if finalized and conduct research on the subject for capacity development, conduct capacity development and compile a report to the HOD thereof. Coordinate, monitor and evaluate the implementation of collective agreements in the Department: Facilitate and monitor implementation of collective agreements concluded in bargaining councils, coordinate, monitor and participate in the activities of task teams established in bargaining councils, conduct capacity building on collective agreements,

report to the HOD and Management on the implementation of collective agreements. Coordinate, manage and monitor public service industrial action in the department, manage and monitor strike action in the department, develop a strike management plan, establish a departmental task team to manage the strike action, develop a contingency plan to minimize the harmful effects of strike action on service delivery, collect statistics on employees affected by the strike action, compile a report to Office of the Premier and other relevant stakeholders on the management of strikes, Coordinate, monitor, facilitate and evaluate capacity building on grievance rules and disciplinary code and procedure in the department: Coordinate capacity building sessions for the department, organise capacity building documents or manuals on grievance rules, disciplinary code and procedure and other relevant resolutions/collective agreements, develop capacity building programmes and advise and recommend to the HOD on Labour Relations capacity building needs.

**ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**POST 03/117** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION**  
**REF NO: DSAC 2024/08**

**SALARY** : R896 436 per annum (Level 11), (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).

**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Administration or equivalent qualification related to the field. A minimum 5 years of experience in Administrative Support and Co-ordination environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa. Skills: Proven management competencies, planning & organizing, report writing skills; facilitation skills, co-ordination skills, liaison skills, networking, interpersonal skills, leadership skills, analytical skills, change and knowledge management.

**DUTIES** : Manage the administrative and coordination activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required, study, edit and comment on submissions to be submitted to the executive authority for consideration, manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority's, manage logistical support in the office of the Executive Authority's, develop, implement and maintain a filing system for the office of the executive authority, manage the registry of the office of the Executive Authority's and ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the Executive Authority. This would, inter alia, entail the following: Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of Executive Council, liaise with Senior managers in the institutions within the Executive Authority's portfolio and co-ordinate the activities of the Executive Authority's office. Render support service to the Executive Authority. This would, inter alia, entail the following: Manage the distribution of memorandum to Executive Authority, manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees and keep record of decisions of Executive Council and alert the Head of Office and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority, quality control of the work delivered by supervisees, advise supervisees with regard to all aspects of the work, serve as the formal disciplinary authority with regard to supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**POST 03/118** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HR PLANNING REF NO: DSAC 2025/10**

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management or Human Resource Management or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in the Organisational Planning and HR Practice environment at salary level 7/8. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the public service, good application of work study techniques as well as the Job evaluation equate system, knowledge of organisation development practices, process and change management, project management and research. Skills: General consultation skills, people management, financial management, negotiation skills, problem solving, planning and organising, strategic planning, policy analysis and development, good communication skills, coordination skills, leadership skill and diversity management and facilitation skills.

**DUTIES** : Administer the development and compilation of job descriptions and job profiling: Facilitate the establishment and maintenance of job descriptions and job profiling for all posts/jobs, review job descriptions and job profile for all posts/jobs as well as newly-defined posts, advise the department on the proper development of job descriptions, ensure the alignment of job profiles and job descriptions to the strategic plans and structural functions and ensure the agreement of job description between the supervisor and the supervisee. Facilitate the implementation of the operations management framework: ensure compilation of the service delivery model, conduct investigations related to business process management, ensure all services are fully documented and mapped, provide advice/recommendations for service delivery improvement, advise on office accommodation, build capacity and organize awareness on work-study processes, maintain workflow delivery loops and advise on improved value chains and ensure an organizational culture that is conducive to good business process. Facilitate HR Planning and Employment Equity processes: Compile the Employment Equity Plan, HR Plan and reports, liaising and partnering with relevant stakeholders on development EE and HE plans, conduct consultations and implement initiatives to support attainment of HR Strategy and EE Targets, administer forum meetings and organise EE annual submissions with the relevant stakeholders. Provide job evaluation services: Conduct job evaluation and facilitate workshops, render secretariat services to the job evaluation panel, develop a data base for job evaluation, facilitate the development of an annual job evaluation action plan and policies, advise the department on job evaluation matters. Facilitate the development and review of organisational structures: Conduct investigations related to the organizational structures, establishment requirements, service delivery, efficiency improvement programs, change intervention and facilitate the implementation thereof, conduct BPM investigations with a view to redesign the structure, advise management on the identified process inefficiencies, improvements and standardization of processes, review and redesign the organizational structures, render advisory service to management and conduct organisational structure implementation audits. Administer personnel costing and post establishment: Capture and maintain organizational structure on the PERSAL system, manage and follow-up HR review report, ensure accurate personnel costing and supervise employees to ensure an effective organisational development & HR Planning Service.

**ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**POST 03/119** : **ASSISTANT DIRECTOR: SYSTEM CONTROLLER REF NO: DSAC 2025/11**

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office

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| <b><u>REQUIREMENTS</u></b> | : | A three-year National Diploma (NQF level 6) or Bachelor's Degree in Financial Management or equivalent qualification related to the field as recognised by SAQA. A minimum of 3 years' experience in Finance Management environment at salary level 7/8. A valid driver's license (except for persons with disabilities) Skills and Knowledge: Knowledge: Managerial functions, finance, Human Resource matters, planning and organizing and compilation of reports Skills: BAS and LOGIS, ability to interpret policy, Financial Management, analytical and innovative thinking, report writing, ability to operate computer, leadership, organizing and conflict management.  |
| <b><u>DUTIES</u></b>       | : | Manage user registration on BAS and LOGIS: Facilitate and ensure that users are trained before registration, ensure that there is documented request for the system, ensure that indemnity form is completed before granting access to the system, ensure that only access to the relevant user area is granted, manage LOGIS user profiles, IDIC,SADC,SACP,SASP,ENUP and advice on the LOGIS and BAS challenges. Creation of new user profile: The system controller should ensure that there is correct allocation of functions, issue a statement to users explaining their access rights, safeguarding of all users documentations for audit purposes, prepare monthly, quarterly and annual management reports, RR101, RR102&RR103 and analyses LOGIS reports. Review of user access rights: To ensure that there is effective control over access to data and information services, ensure that system users commit themselves for every financial year by completing indemnity form, ensure that access to the system is terminated upon termination of employment or resignation, ensure that new form for change of functions is completed upon appointment to a new post, download report to LOGIS users daily and ensure that all reports, commitment, accruals and payments are analysed and sent to managers for verification and ensure monitoring of annual closure batch printing. Monitor actions of system users: Perform random checks to ensure that no compromise of segregation of duties by users, follow up with users on repeated failed log in attempts, all inactive users should be removed from the systems, make follow up on any blocked or suspended user ID to ensure that the user is the authorized owner, adding and authorizing the ICN on LOGIS,LSCT,LSLG,LSRM,MGAT,MGCP, ensuring the issuing and receiving process is effective and efficient, handling of budget and interfaces between LOGIS and BAS, ensure that Logistics processes and procedures are effective and efficient and prepare inputs for the preparation of the financial statement. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |
| <b><u>POST 03/120</u></b>  | : | <b><u>ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: DSAC 2025/12</u></b>  |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07)   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | A three-year National Diploma (NQF level 6) or Bachelor's Degree in Management Services, Production / Operations Management / HRM or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in the Organisational Planning and HR Practice environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures, administration procedures including norms and standards, basic numeracy, organizing and planning Skills: computer literacy, basic interpersonal relations, problem solving and maintaining discipline.  |
| <b><u>DUTIES</u></b>       | : | Assistance with the development and maintenance of the organisational structure: Conduct research on organisational structures, identify the needs for changes on the organisational structure, request, gather and analyse organisational structure, establishment investigation and design organisational staff establishment structure. Conduct job evaluation: Conduct job analysis and interviews, analyse jobs on the evaluating system and present analysed posts to the job evaluation panel. Provide advice and assistance in the development of job descriptions: Conduct research and continuous consultations on job descriptions related matters and finalize job descriptions. Assistance with the provision of work efficiency services: Analyse procedure manuals and propose process / procedure improvements, design and document work processes and procedures, design Departmental forms and assist in facilitation of business process re-engineering projects. Provide secretariat and administrative   |

functions to the unit: Make logistical arrangements for all consultation meetings of the component, arrange and maintain filing systems of the component, update and maintain components database, draft and maintain components database, draft acknowledgement letters to correspondences addressed to the component and assist the Assistant Director with drafting submissions for approval of job evaluation results, organizational structure and procedure manuals.

**ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**POST 03/121** : **LIBRARIAN CPU REF NO: DSAC 2025/13**  
(For a period of One (1) Year Contract)

**SALARY** : R325 101 per annum (Level 07), plus 37% of lieu benefit  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library & information Studies / Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

**DUTIES** : Online cataloguing of library materials: Analyse the library material, formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23) to determine the call number, consult the Resource Description and Access (RDA) standards to determine the applicable cataloguing rules. Online classification of library materials on Library Management System (SLIMS): Check the existence of a library material on the SLIMS database, analyse the library material, determine the type, audience and language, analyse and determine the subject content and use Sears List of Subject Headings to determine the subject headings. Printing catalogue cards using REMORA system: Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on REMORA, verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search existing library materials from the SLIMS database: Search the library material by ISBN, author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards. Confirm the information on the cards.

**ENQUIRIES** : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**POST 03/122** : **ACTIVE RECREATION COORDINATOR (X6 POSTS)**  
(for a period of One (1) Year contract)

**SALARY** : R269 499 per annum (Level 06), plus 37% of lieu benefit  
Head Office Ref No: DSAC 2025/14  
Vhembe District Ref No: DSAC 2025/15  
Capricorn District Ref No: DSAC 2025/16  
Mopani District Ref No: DSAC 2025/17  
Sekhukhune District Ref No: DSAC 2025/18  
Waterberg District Ref No: DSAC 2025/19

**REQUIREMENTS** : NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Recreation and Leisure studies / Sport Management / Sports Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. 1 -2 years of experience in Sport environment and administration. A valid driver's license (except for persons with disabilities). Skills and Knowledge: Knowledge: Relevant legislations governing Sport and Recreation services, Public Service Act and legislative frameworks. Skills: Problem solving, leadership, conflict resolution, project management, planning and organising, computer literacy, report writing and good communication.

**DUTIES** : Co-ordinate mass participation in Sport: Number of people actively participating in active Recreation activities. Coordinate and integrate stakeholders' activities. To ensure that the stakeholders are involved in all the districts events and activities. Distributing equipment and attires to Hubs: To

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|                            |   | ensure that distribution registers are correctly recorded and reported after distribution. Rendering administrative functions: To ensure that project plan and specifications are submitted on time. Compilation of reports, data collection and capturing: To ensure that participants and stakeholders complete the attendance register, so that monitoring and evaluation can verify.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |
| <b><u>POST 03/123</u></b>  | : | <b><u>SPORT AND RECREATION GRANT ADMINISTRATOR REF NO: DSAC 2025/20 (X2 POSTS)</u></b><br>(for a period of One (1) Year contract)   |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05), plus 37% of lieu benefit   |
| <b><u>CENTRE</u></b>       | : | Head Office   |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management / Sport Science/ Administration or equivalent qualification related to the field as recognised by SAQA Two (02) years' experience in Sport environment and Administration. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, knowledge of grant framework, Computer literacy, Project planning, Problem solving Communication and Report writing.  |
| <b><u>DUTIES</u></b>       | : | Coordinate Sport and Recreation grant reports: Receive monthly and quarterly reports, liaise with internal Monitoring and Evaluation Sub-Directorate on grant reports, receive submission of reports by districts and facilitate submission of reports to various stakeholders. Administer sport and recreation business plan system: Update Sport and recreation business plan system, capture Sport and Recreation grant expenditure, consolidate sport and recreation grant business plan, capture portfolio of evidence and attend sport and recreation grant meetings. Provide support for women and disabled sport programmes: Provide administrative support, render logistical arrangements for special sport meetings and events and update the database for women and people with disabilities participating in sport in the province. Monitor utilisation of sport and recreation facilities: Update the database for Sport and Recreation facilities, compile monthly records of utilised sport and recreation facilities, render logistical arrangements of sport and recreation facilities meetings and render administrative support for MIG projects. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |
| <b><u>POST 03/124</u></b>  | : | <b><u>SPORT ACADEMY COORDINATOR (X3 POSTS)</u></b><br>(for a period of One (1) Year contract)   |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05), plus 37 % of lieu of benefit   |
| <b><u>CENTRE</u></b>       | : | Vhembe District Ref No: DSAC 2025/21<br>Capricorn District Ref No: DSAC 2025/22<br>Mopani District Ref No: DSAC 2025/23   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 and Certificate from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management/Administration or/ sport science or equivalent qualification related to the field as recognised by SAQA will be an added advantage, Valid driver's license (except for persons with disabilities). Knowledge And Skills Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing, Problem solving skills, Good interpersonal relationships and Ability to work under pressure and Excellent Computer skills.   |
| <b><u>DUTIES</u></b>       | : | Coordinate sport activities in District Academies; Ensure the functionality of District Academy; liaise with District Confederations and federations in ensuring that Talent Identification programmes are implemented; Support athletes from districts through the academy system; Ensure that team preparation in terms of academy requirements is implemented in Districts; Establish relations with Municipalities , District Municipalities , District Confederations and Federations, Roll – out Academy capacity building programmes ; ensure that District sport and recreation activities are supported  |



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|                            |   | through the Academy system; Support identified sport focus schools and maintain database of coaches and elite athletes.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186   |
| <b><u>POST 03/125</u></b>  | : | <b><u>LIBRARY ASSISTANT REF NO: DSAC 2025/24</u></b>   |
| <b><u>SALARY</u></b>       | : | R193 359 per annum (Level 04)  |
| <b><u>CENTRE</u></b>       | : | Hoedspruit Library   |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education or equivalent qualification from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or Bachelor's Degree in Library and Information Studies / Library and Information Science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.  |
| <b><u>DUTIES</u></b>       | : | Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186  |
| <b><u>POST 03/126</u></b>  | : | <b><u>CLEANER REF NO: DSAC 2025/25</u></b>   |
| <b><u>SALARY</u></b>       | : | R138 486 per annum (Level 02)  |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)  |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Acknowledge And Skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.  |
| <b><u>DUTIES</u></b>       | : | Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186   |

#### **INTERNSHIP PROGRAMME (24 Months)**

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| <b><u>APPLICATIONS</u></b> | : | Applicants should apply using E-Recruitment system at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a>   |
| <b><u>CLOSING DATE</u></b> | : | 02 March 2026   |
| <b><u>NOTE</u></b>         | : | Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will provide proof of such evaluation. Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational |

qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

#### OTHER POSTS

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| <b><u>POST 03/127</u></b>  | : | <b><u>COMMUNICATIONS, IT AND EVENTS MANAGEMENT INTERN REF NO: DSAC 2025/26</u></b><br>Branch: Corporate Services  |
| <b><u>STIPEND</u></b>      | : | R7 860.50 per month   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree in Information Technology / Computer Application Technology/ Computer Networking/ Computer Studies or equivalent qualification related to the field as recognised by SAQA. |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |
| <b><u>POST 03/128</u></b>  | : | <b><u>HUMAN RESOURCE DEVELOPMENT INTERN REF NO: DSAC 2025/27</u></b><br>Branch: Corporate Services  |
| <b><u>STIPEND</u></b>      | : | R7 860.50 per month   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | Degree or National Diploma in Management of Training, Human Resource Development/Management or equivalent qualification related to the field as recognised by SAQA.                       |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186   |
| <b><u>POST 03/129</u></b>  | : | <b><u>SUPPLY CHAIN MANAGEMENT REF NO: DSAC 2025/28 (X2 POSTS)</u></b><br>Branch: Chief Financial Office   |
| <b><u>STIPEND</u></b>      | : | R7 860.50 per month   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | Degree/National Diploma in Supply Chain Management, Logistics or Finance related or equivalent qualification related to the field as recognised by SAQA.                                  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015)284 4143 / 4109 / 4032 / 4186   |
| <b><u>POST 03/130</u></b>  | : | <b><u>ARTS AND CULTURE REF NO: DSAC 2025/29 (X1 POST)</u></b><br>Branch: Cultural Affairs   |
| <b><u>STIPEND</u></b>      | : | R7 860.50 per month   |
| <b><u>CENTRE</u></b>       | : | Head Office (Polokwane)   |
| <b><u>REQUIREMENTS</u></b> | : | Degree/National Diploma in Arts and Cultural Studies or equivalent qualification related to the field as recognised by SAQA.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186  |

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)  
**CLOSING DATE** : 13 February 2026  
**NOTE** : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Note: 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. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). 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.  
**ERRATUM:** Kindly note that the post was posted in the Public Service Vacancy Circular 02 dated 23 January 2026, the post of an Assistant Manager Nursing (Area)(PN-A7), (Mmamethake Hospital, Nkangala District) with Ref No: MPDOH/JAN/26/951, the post has been withdrawn.

**MANAGEMENT ECHELON**

**POST 03/131** : **DIRECTOR: EMERGENCY MEDICAL SERVICES, PLANNED PATIENT TRANSPORT SERVICES AND DISASTER MANAGEMENT REF NO: MPDOH/JAN/26/1081**

**SALARY** : R1 266 714 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus undergraduate qualification (NQF Level 7) in Health Sciences / B Tech in Emergency Medical Care or equivalent ANT paramedic qualification. Current registration with Health Professionals Council of South Africa (HPCSA). A postgraduate Management qualification will be an added advantage. Minimum Ten (10) years relevant EMS operational experience of which five (5) years must be at a Middle / Senior Managerial level. Pre-entry certificate for Senior Management Service (Nyukela Certificate) submitted prior to appointment. Knowledge of operational,

budgeting, and financial management. Skills: people management, change management, strategic planning interpersonal relations, communication. Functional knowledge of PowerPoint Excel, Word, and Project Management. Knowledge and understanding of the legislative framework governing the Public Service, e.g. Public Service Act, 1994; Public Service Regulations, 2016; PFMA, 1999 & Regulations; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Employment Equity Act, 1998; Skills Development Act, 1998; OHSA, 1993 and all PSCBC & GPSSBC Collective Agreements, National Health Act of 2003. Knowledge of dynamics of the Public Service, Governance Systems and Operations in relevant to Government Health Sector Knowledge of the PFMA. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Computer literacy in MS Office. Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients.

#### **DUTIES**

: The successful candidate will be required to provide strategic leadership for the implementation of quality Emergency Medical Services, Planned Patient Transport, Disaster Management, and Rescue Services for the province. Coordinate, manage, and strengthen the monitoring and evaluation systems of EMS. Facilitate the implementation of an integrated information system for the EMS Communication Centres. Facilitate disaster management awareness, preparedness, and capacity building, and disaster management emergency responses. Establish and maintain communication links between all spheres of government. Ensure proper management of assets within the directorate. Develop internal control systems for efficient management of resources within the directorate. Ensure training of EMS personnel at various levels and categories. Develop strategic and Operational plans in line with the national and provincial priorities. Improve and strengthen the provision of emergency medical services and planned patient transport in the province. Oversee the implementation of National and Provincial policies. Facilitate volunteerism at all spheres of government, facilitate disaster management, and emergency responses.

#### **ENQUIRIES**

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

#### **OTHER POSTS**

#### **POST 03/132**

: **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: ONCOLOGY REF NO: MPDOH/JAN/26/1082**

#### **SALARY CENTRE REQUIREMENTS**

: R2 084 754 - R2 212 680 per annum  
: Rob Ferreira Hospital (Ehlanzeni District)  
: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Oncology (2026). A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Oncology. Inherent requirement of the job: It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Valid driver's licence. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, the Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 & 3 package of care for Oncology, and experience in driving continuous quality improvement, clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, with the ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel. Computer literate in MS package.

#### **DUTIES**

: Fulfil the role and duties of Head of the Oncology Department in rendering an efficient and cost-effective specialized Oncology service to patients managed by the Witbank Tertiary Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Oncology Service at Witbank Tertiary Hospital and respond to medical and legal incidents

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|                            |   | as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human, financial and capital resources in the Oncology Department. Deliver effective and efficient management of the Oncology Department, and provide strategic leadership, planning and decision-making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers and Interns.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/133</u></b>  | : | <b><u>MEDICAL SPECIALIST GRADE 1: ORTHODONTIST REF NO: MPDOH/JAN/26/1083</u></b>   |
| <b><u>SALARY</u></b>       | : | R1 341 855 - R1 422 810 per annum  |
| <b><u>CENTRE</u></b>       | : | Rob Ferreira Hospital (Ehlanzeni District)   |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthodontist (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Orthodontist. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. <b>Grade 1:</b> Less than five (5) years relevant experience as Medical Specialist. <b>Grade 2:</b> At least five (5) years, but less than ten (10) relevant experience as Medical Specialist. <b>Grade 3:</b> Ten (10) years and more relevant experience as Medical Specialist. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. |
| <b><u>DUTIES</u></b>       | : | Clinical: Provide specialist medical services in Orthodontist, Co-ordinate and supervise clinical care and treatment of patients in Orthodontist department. Participation in Orthodontist teaching of junior clinical staff. Execute allocated roles to administrate and coordinate all Orthodontist activities. Assist with clinical governance and quality assurance according to National Core Standards for Orthodontist department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Orthodontist department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Performance of research within the department. Develop and enhance training and development of healthcare worker in Orthodontist department. Training and supervision of Medical Officers and Medical Interns and Medical Students.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/134</u></b>  | : | <b><u>MEDICAL OFFICER GRADE 3 REF NO: MPDOH/JAN/26/1086 (X3 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R1 322 352 - R1 647 630 per annum  |
| <b><u>CENTRE</u></b>       | : | <b>Gert Sibande District:</b><br>Amajuba Memorial Hospital (X2 Posts)  |

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| <b><u>REQUIREMENTS</u></b> | : Ermelo Hospital (X1 Post)  |
|                            | : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. |
| <b><u>DUTIES</u></b>       | : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.   |
| <b><u>ENQUIRIES</u></b>    | : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/135</u></b>  | : <b><u>MEDICAL OFFICER GRADE 3 REF NO: MPDOH/JAN/26/1088 (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : R1 322 352 - R1 647 630 per annum  |
| <b><u>CENTRE</u></b>       | : Themba Hospital and Tonga Hospital (Ehlanzeni District)  |
| <b><u>REQUIREMENTS</u></b> | : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary.  |

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|                            |   | Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.   |
| <b><u>DUTIES</u></b>       | : | To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/136</u></b>  | : | <b><u>MEDICAL OFFICER GRADE 3 REF NO: MPDOH/JAN/26/1090 (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R1 322 352 - R1 647 630 per annum  |
| <b><u>CENTRE</u></b>       | : | KwaMhlanga Hospital (Nkangala District)  |
| <b><u>REQUIREMENTS</u></b> | : | MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. |
| <b><u>DUTIES</u></b>       | : | To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |

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| <b><u>POST 03/137</u></b>  | : | <b><u>MEDICAL OFFICER GRADE 2 REF NO: MPDOH/JAN/26/1092 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R1 142 553 - R1 247 202 per annum   |
| <b><u>CENTRE</u></b>       | : | Bethal Hospital (Gert Sibande District)   |
| <b><u>REQUIREMENTS</u></b> | : | <p>MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner n Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics &amp; Gynaecology, Neurosurgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.</p> |
| <b><u>DUTIES</u></b>       | : | To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |
| <b><u>POST 03/138</u></b>  | : | <b><u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/26/1094 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R1 001 349 - R1 078 116 per annum   |
| <b><u>CENTRE</u></b>       | : | King Nyabela Hospital (Nkangala District)   |
| <b><u>REQUIREMENTS</u></b> | : | <p>MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability</p>   |



to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 03/139** : **MEDICAL OFFICER GRADE 1: FAMILY MEDICINE REF NO: MPDOH/JAN/26/1095**

**SALARY** : R1 001 349 - R1 078 116 per annum  
**CENTRE** : King Nyabela Hospital (Nkangala District)  
**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 03/140** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JAN/26/1096**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Nkangala District Office, Emalahleni (Witbank)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Finance / Financial Accounting / Management as recognized by SAQA. A minimum of three (3) years' financial management experience at management level of Assistant Director (Level 9/10). Full knowledge of management and performance on the transversal system used in Government. Excellent in computer skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's licence. Analytical skills.

**DUTIES** : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff and undertake human resource and other related administrative functions and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 03/141** : **DEPUTY DIRECTOR: HEALTH PROMOTION REF NO: MPDOH/JAN/26/1097**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA. Registration with Professional Body of South Africa. A minimum of three (3) years' relevant experience at management level of Assistant Director (Level 9/10) or equivalent position. An Honours or Master's degree in Health will be an added advantage. Knowledge and understanding of the District Health System, including District Hospitals and Community-Based Health Services. Experience in Health Promotion and management. Good knowledge of policies on Health Promotion Strategies. Knowledge and experience of financial and human resource management applicable to the public service. Proven experience in the provision and management of health services. Knowledge and understanding of the Mpumalanga Department of Health Comprehensive Service Plan. Familiar with the drafting and implementation of the Annual Performance Plan. Verbal and written communication skills. Valid driver's licence. Skills: Communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Understanding

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|                            |   | legislative frameworks and related policies in the health public sector, as well as other relevant prescripts.  |
| <b><u>DUTIES</u></b>       | : | Develop provincial policies, strategies, and guidelines for health promotion in collaboration with all relevant stakeholders. Develop norms and standards for health promotion. Provide leadership in the development of health promotion in Mpumalanga. Plan, coordinate, and facilitate the implementation of health promotion interventions within the context of national and provincial frameworks and priorities, appropriate to provincial needs and conditions. Provide capacity of key role players, both in and outside the Department of Health, to strengthen the implementation of health promotion programmes. Facilitate inter-sectoral collaboration among all relevant stakeholders in the province in the development of integrated and comprehensive health promotion programmes. Facilitate monitoring and evaluation for health promotion interventions. Facilitate evidence-based interventions.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |
| <b><u>POST 03/142</u></b>  | : | <b><u>DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO: MPDOH/JAN/26/1098</u></b><br>Re-advertisement  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Provincial Office, Mbombela (Nelspruit)   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences / of Public Administration / Public Management / Commerce Personnel Management as recognized by SAQA. A minimum of three (3) years' relevant experience at management level of Assistant Director (Level 9/10) or equivalent position. Experience of the health system, standards, management practices, information systems, organisation development and change management. A valid driver's licence. Computer literacy. Knowledge: Pfma/Dora/Treasury Regulations, Practice Notes, Instructions, Circulars. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Human Resources Development and Skills Development Frameworks of Government. Government Immovable Asset Management Act of 2007. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations. |
| <b><u>DUTIES</u></b>       | : | Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Implementation of quality assurance programmes as part of the delivery of infrastructure. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |
| <b><u>POST 03/143</u></b>  | : | <b><u>DEPUTY DIRECTOR: HEALTH FACILITY PLANNER REF NO: MPDOH/JAN/26/1099</u></b>  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Provincial Office, Mbombela (Nelspruit)   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA. Registration as a Health Professional. A minimum of three (3) years' relevant experience at management level of Assistant Director (Level 9/10) or equivalent position. Knowledge: National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies.   |

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|                            |   | Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations.  |
| <b><u>DUTIES</u></b>       | : | Undertake a detailed analysis of the health facility requirements for each Project Strategic Brief based on the clinical brief. Validate the requirements against national and provincial functional and technical norms and standards. Interact extensively with Chief Executive Officers of Hospitals and Service Planning Senior Managers to align the health facility requirements with the Service Plans of the Health Facility before any procurement commences. Interact extensively with the Deputy Director Health Technology Projects to align the needs for health technology equipment with the planning of the capex and or maintenance projects. Document requirements defined for the preparation of Project Strategic Briefs. Interact with relevant professionals in the Chief Directorate to obtain data, information and inputs required for the preparation of Project Briefs. Package of information to promote to seamless development of Project Strategic Briefs. Identify key issues to be reviewed in terms of Business Cases for capex and maintenance projects. Assist Health Facilities to develop and apply prioritisation models aligned to the requirements stated in the PFMA and the Service Plans of the Health Facilities. Validate that all projects are aligned to the Departmental Service Plans and the roll out of the National Health Insurance System. Undertake a detailed analysis of key issues. Validate the design requirements from a health perspective to enforce seamless flow, improved service delivery and directly supporting the achievement of health goals. Make recommendations on how each issue can be addressed in the business cases. Assist the Health Facility to prepare the business case. Participate in peer reviews in the province when these implemented by the National Department of Health. Assist the Health Facilities to review recommendations and amend business plans. Develop appropriate training material, norms and standards required to capacitate managers at Health Facilities to prepare business cases. Present the training courses and work with Hospital Managers in the preparation of business cases as part of the training programme. Prepare tools from a Health perspective that the province can use to inform prioritisation models and assessment of business cases. Provide to the built environment team the required guidance and information during the design of projects to enforce that project designs are based on health specific requirements. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |
| <b><u>POST 03/144</u></b>  | : | <b><u>PHARMACIST GRADE 1 REF NO: MPDOH/JAN/26/1101 (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R848 862 – R900 948 per annum   |
| <b><u>CENTRE</u></b>       | : | Bernice Samuel Hospital (Nkangala District)   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2026). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.   |
| <b><u>DUTIES</u></b>       | : | Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |

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| <b><u>POST 03/145</u></b>   | : | <b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JAN/26/1111 (X10 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R693 096 – R789 861 per annum  |
|                             | : | <b><u>Nkangala District:</u></b><br>Rietspruit Clinic (X1 Post)<br>Louise Clinic (X1 Post)<br>Phola CHC (X1 Post)<br>Ogies Clinic (X1 Post)<br>Waterval Boven Gateway Clinic (X1 Post)<br>Marapyane CHC (X1 Post)<br>Mmametlhake CHC (X1 Post)<br>Siyabuswa CHC (X1 Post)<br>Kalkfontein Clinic (X1 Post)<br>Kwaggafontein “A” Clinic  |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy. |
| <b><u>DUTIES</u></b>        | : | Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/146</u></b>   | : | <b><u>ASSISTANT DIRECTOR: RADIOGRAPHER GRADE 1 REF NO: MPDOH/JAN/26/1112</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R638 856 - R707 625 per annum  |
|                             | : | Provincial Office, Mbombela (Nelspruit)  |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate / Grade 12 with an appropriate three year National Diploma / Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years' experience as a Diagnostic radiographer after registration with Health Professions Council of South Africa (HPCSA) of which five (5) years must be appropriate experience in Management. Valid driver's licence. Knowledge and skills: Knowledge of  |

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|                             |   | Public Service Legislations, PFMA, Radiation safety regulations, National Core Standards and quality assurance program. Sound knowledge of Imaging Equipment and Radiography procedures and protocols within the Radiology department. Knowledge and experience of Supply Chain Management processes, Financial Management and Project Management. Good verbal and written communication skills. Good report writing and presentation skills. Good Interpersonal and leadership skills. Must possess good problem solving and decision-making skills. Computer literacy with ability to use all Microsoft programmes.   |
| <b><u>DUTIES</u></b>        | : | Oversee maintenance of imaging equipment to ensure prescribed X-ray equipment maintenance is carried out. Conduct quality assurance audits at facilities for compliance with Radiation Control prescripts and compile audit reports. Develop, review and implement relevant policies, Standard Operating Procedures, guidelines and Quality Assurance protocols for Imaging Services. Develop and implement the training and development program for Radiographers. Conduct Quality Assurance training for Radiographers. Assist in the management of Imaging projects and update projects status in the PMIS. Attend relevant meetings and training. Monitor Radiographers CPD compliance for Radiographers. Ensure timeous compilation and submission of monthly, quarterly and yearly reports to the relevant stakeholders. Render support to facilities on imaging-related matters. Assist in planning and acquisition of imaging equipment. Monitor budget and expenditure for maintenance of imaging equipment.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |
| <b><u>POST 03/147</u></b>   | : | <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/JAN/26/1117 (X5 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R476 367 – R559 548 per annum   |
|                             | : | <b><u>Nkangala District:</u></b><br>Allamansdrift CHC<br>Marapyane CHC<br>Valschfontein Clinic<br>Lefiso CHC<br>Vlaklaagte CHC  |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.   |
| <b><u>DUTIES</u></b>        | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. |

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| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |
| <b><u>POST 03/148</u></b>  | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JAN/26/1118</u></b>  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09), (plus service benefits)  |
| <b><u>CENTRE</u></b>       | : | H A Grove Hospital (Nkangala District)  |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' experience at a supervisory / management (Level 7/8) within Financial Management / Accounting Environment. Valid driver's licence. Inherent requirements of the job: Computer literacy including: MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy, knowledge of BAS and Logis and / or PERSAL financial systems. Main role: To assist with the coordination of all Finance Management functions for Sub-Directorate – Mmamethlake Hospital, Technical Support Services including financial and supply chain, and Infrastructure Management. Knowledge, Skills, Training, and Competencies required: Experience in determining policies, systems and standard operating procedures for finance. Have the ability to chase detail, check and verify for correctness and compliance. An eye for detail and ability to understand how to extract and interpret from related information systems and linkages. Excellent communication and writing skills, compilation of reports, presentation, facilitation, co-ordination, and analytical skills. Ability to understand how to prepare reports, submissions, and presentations. The ideal candidate must have: ability to guide, and operate within all applicable legislation, policies, frameworks, and instruction notes. |
| <b><u>DUTIES</u></b>       | : | The successful candidate will report to the Chief Executive Officer. Provide Financial Management, Supply Chain Management (procurement), and Infrastructure management of the Hospital. Be responsible for the maintenance of suppliers' database. Authorize purchase orders and / or procurement advice. Manage the collection, receipts, safeguarding and banking of revenue. Be responsible for asset and fleet management. Be responsible for approval and generation of payments. Be responsible for stores and inventory management. Supervise the safe keeping and filling of payments vouchers. Administer salary matters. Be responsible for development and maintenance of internal control systems. Render guidance in the compilation of the institutional budget. Be responsible for monthly and quarterly financial reports. Monitor expenditure trends and guard against unauthorized, wasteful and fruitless expenditure. Provide capacity building, training and development to cost Centre managers and other line managers. Monitor, control and evaluate performance of subordinates. Be responsible for the compilation of the sub-directorate strategic and business plans and quarterly performance reports thereof.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.  |
| <b><u>POST 03/149</u></b>  | : | <b><u>RADIOGRAPHER GRADE 1 REF NO: MPDOH/JAN/26/1122 (X4 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R397 233 - R454 191 per annum   |
| <b><u>CENTRE</u></b>       | : | <b>Ehlanzeni District:</b><br>Rob Ferreira Hospital (X3 Posts)<br><b>Nkangala District:</b><br>KwaMhlanga Hospital (X1 Post)  |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant  |

profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

**DUTIES** : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 03/150** : **ADMINISTRATIVE OFFICER: INFRASTRUCTURE REF NO: MPDOH/JAN/26/1123**

**SALARY** : R325 101 per annum (Level 07), (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years relevant experience working on Project Management Information System (PMIS) or other relevant Project Management Systems. Knowledge: Project Management Information System (PMIS), Expanded Public Works Programme Reporting System (EPWPRS), Infrastructure Reporting Model (IRM), U-AMP, AIP, B5, APP, IPIP, Ministerial Determination on Expanded Public Works Programme, PFMA/Division of Revenue Act. GIAMA, Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Strong communication and writing skills, including report writing. Contract management and administration skills. Knowledge of infrastructure planning maintenance strategies, and project management principles.

**DUTIES** : Capturing Projects that will be implemented and the budgets on PMIS, IRM, and EPWPRS Infrastructure Reporting Systems. Managing Infrastructure Reporting Systems, monitoring and evaluating the performance of Infrastructure Projects against set plans on U-AMP, AIP, B5, APP, IPIP, and Ministerial Determination of EPWP. Manage the updating and compilation of financial, technical and performance reports for infrastructure programme and project systems. Assist in coordinating reports to oversight bodies and other stakeholders. Ensure compliance with departmental policies, standards, and quality assurance protocols for all infrastructure projects. Manage the updating of financial data for infrastructure projects. Coordinate reports and information for different stakeholders, including internal and external partners. Liaise with finance section to provide changes made on the budgets of the projects.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 03/151** : **CHIEF COMMUNITY LIAISON OFFICER REF NO: MPDOH/JAN/26/1124**

**SALARY** : R325 101 per annum (Level 07), (plus service benefits)  
**CENTRE** : Embalenhle CHC (Gert Sibande District)



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| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in HIV Programmes or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. Valid drivers' licence. Training certificates in HIV programmes. Certificates or knowledge of computer literacy. Skills and key competencies: Good computer skills, excel, word, power-point etc. Ability to organize events and campaigns. Proficiency in English and other languages. Good communication and writing skills, particularly in English. Knowledge of Data Management systems such as Tier.net, WebDHIS. Sound and in-depth knowledge of HIV programmes. Knowledge of at least two African languages.  |
| <b><u>DUTIES</u></b>       | : | Promote and market HIV and TB services and programmes. Coordinate campaigns and events. Liaise with different media platforms to promote HAST programmes. Support condom distribution. Develop and monitor implementation of social mobilization activities. Compile and submit reports.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/152</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: ASSETS MANAGEMENT REF NO: MPDOH/JAN/26/1125</u></b>  |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07), (plus service benefits)   |
| <b><u>CENTRE</u></b>       | : | KwaMhlanga Hospital (Nkangala District)  |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus three (3) years relevant experience in the Supply Chain and Asset Management, Logistics and Fleet management or Diploma / Degree (NQF Level 6/7) in Finance / Public Administration / Management / Logistics / Financial Management / Management Accounting. Key Competencies: Computer literacy MS office; Sound knowledge of student administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Leadership and Principles Management. A valid driver's licence.   |
| <b><u>DUTIES</u></b>       | : | To prepare weekly, monthly and annual reports, render effective and efficient asset management, internal control systems, (BAS, LOGIS and BAUD) Fleet management maintenance of asset. Implementation of the Ideal Hospital Framework. Implementation of the PMDS policy, manage leave and PILIR, monitor Service Level Agreements with service providers, monitor operational plans, and manage staff delegations. Monitor compliance in relation to PFMA, PSA, PSR, BCEA and LRA.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/153</u></b>  | : | <b><u>PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JAN/26/1126</u></b>  |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07), (plus service benefits)   |
| <b><u>CENTRE</u></b>       | : | Nkangala District Office, Emalahleni (Witbank)   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage. |
| <b><u>DUTIES</u></b>       | : | Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers,  |

verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 03/154** : **CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/JAN/26/1127**

**SALARY** : R325 101 per annum (Level 07), (plus service benefits)  
**CENTRE** : Mmamethlake Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.

**DUTIES** : Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 03/155** : **CHIEF ADMINISTRATION CLERK: REVENUE MANAGEMENT REF NO: MPDOH/JAN/26/1128**

**SALARY** : R325 101 per annum (Level 07), (plus service benefits)  
**CENTRE** : Mmamethlake Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.

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| <b><u>DUTIES</u></b>       | : | Collect revenue and bank it, Process debtor's accounts. Prepare financial reports, Develop strategic plans. Maintain and apply the filing system for medical records Classify and reclassify patients, Compile management reports, Evaluate staff performance.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/156</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JAN/26/1129</u></b>  |
| <b><u>SALARY</u></b>       | : | R324 384 – R382 107 per annum  |
| <b><u>CENTRE</u></b>       | : | Rob Ferreira Hospital (Ehlanzeni District)   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.   |
| <b><u>DUTIES</u></b>       | : | Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/157</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JAN/26/1167 (X38 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R324 384 – R382 107 per annum  |
| <b><u>CENTRE</u></b>       | : | Ackerville Clinic (X2 Posts)<br>Lynnville Clinic (X1 Post)<br>Louise Clinic (X1 Post)<br>Bernice Samuel Hospital (X1 Post)<br>FC Duma Clinic (X1 Post)<br>Impungwe Hospital (X1 Post)<br>Botleng CHC (X1 Post)<br>Beatty Clinic (X1 Post)<br>Ogies Clinic (X1 Post)<br>Middelburg Hospital (X6 Posts)<br>H A Grove Hospital (X1 Post)<br>Nasaret Clinic (X1 Post)<br>Simunye Clinic (X1 Post)<br>Pullenshope Clinic (X3 Posts)<br>Sikhululiwe Clinic (X3 Posts)<br>Mmametlhake Hospital (X2 Posts)<br>Marapyane CHC (X1 Post)<br>Siyabuswa CHC (X2 Posts)<br>Lefiso CHC (X1 Post)<br>Tweefontein "G" CHC (X1 Post)<br>Klarinet CHC (X1 Post)<br>Vlaklaagte CHC (X1 Post)   |

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|                            |   | Kwaggafontein "A" Clinic (X1 Post)<br>Goederede Clinic (1 Post)<br>Tweefontein "M" Clinic (X1 Post)<br>KwaMhlanga CHC (X1 Post)<br>Thembaletu CHC (X1 Post)<br>(Nkangala District)   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.   |
| <b><u>DUTIES</u></b>       | : | Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |
| <b><u>POST 03/158</u></b>  | : | <b><u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/JAN/26/1169 (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R264 750 – R298 482 per annum  |
| <b><u>CENTRE</u></b>       | : | Botleng Ext. Clinic and Siyathuthuka Clinic (Nkangala District)  |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.   |
| <b><u>DUTIES</u></b>       | : | Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.   |

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

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| <b><u>APPLICATIONS</u></b>  | : | All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005, Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building, Kimberley. OR emailed to <a href="mailto:applications@nccoghsta.gov.za">applications@nccoghsta.gov.za</a>  |
| <b><u>FOR ATTENTION</u></b> | : | Human Resource Registry   |
| <b><u>CLOSING DATE</u></b>  | : | 13 February 2026  |
| <b><u>NOTE</u></b>          | : | The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed). Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates including the SMS will be subjected to personnel suitability checks and shall undertake a practical exercise and an integrity (ethical conduct) assessment. The successful candidate will have to undergo full security vetting and will be appointed based on the positive outcome of the security clearance process, and the candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose his or her 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. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is the intention of the Department to promote representivity through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Applicants are requested to submit their proof of registrations with applications. |

**OTHER POSTS**

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| <b><u>POST 03/159</u></b>         | : | <b><u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A - B REF NO: HS (HSP&amp;P) 04/01/2026</u></b><br>Directorate: Human Settlements Programmes and Projects   |
| <b><u>SALARY</u></b>              | : | R1 266 450 – R2 388 657 per annum, (The salary will be determined in accordance with the OSD requirements).  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Provincial Office: Kimberley (Larry Moleko Louw Building)<br>A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment, with a minimum of 6 years post qualifications professional experience is required. Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) or Engineering Council of South Africa (ECSA) is compulsory. A valid driver's license and the ability/willingness to travel are essential. Extensive understanding of the NEC, JBCC and GCC form of contract. Knowledge of programme and project management, project design and analysis, legal and operational compliance as well as the creation of a high-performance culture. Applicable legislation and prescripts in the Project Management field, Civil and |

**DUTIES**

Construction industries. Skills: Communication skills, problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills. Programme and project management skills.

: Technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Ensure that construction projects are implemented in line with the NHBRC requirements and standards. Manage construction projects on your own, ranging from large-scale-capital projects, to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Conduct technical inspections and integrity surveys on various construction assets. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients. Provide expert advice to the Department. Monitor the performance of Project Managers under his/her supervision. Mentor, develop and offer technical support to improve performance.

**ENQUIRIES**

: Ms. F. Fredericks Tel No: (053) 830 9529

**POST 03/160**

: **CONTROL ENGINEERING TECHNOLOGIST (CIVIL): GRADE A – B REF NO: HS (HSP&P) 03/01/2026**  
Directorate: Human Settlements Programmes and Projects

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R921 900 – R1 650 906 per annum, (all-inclusive salary package OSD)

: Provincial Office: Kimberley (Larry Moleko Louw Building)

: A Bachelor of Technology in Civil Engineering (B Tech) or relevant Engineering qualification. Six (6) years post qualification Engineering Technologist experience required. A valid driver's licence is a pre-requisite. Compulsory registration with ECSA as an Engineering Technologist. Extensive experience in various fields of civil engineering which includes but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, wastewater and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and construction materials. Exposure to the four main contracts used in the civil engineering industry (GCC, FIDIC, JBCC & NEC). Good understanding of the CIDB standard for uniformity and the standard professional services contract. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Skills: Communication skills and computer Skills. Planning and organizing. People management skills.

**DUTIES**

: Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures. Manage drafting of civil engineering projects technical specification and evaluation of professional

service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Manage review and acceptance of the professional service provider's concept and detailed designs. Conduct technical inspections and integrity surveys on various civil engineering assets. Manage and ensure that appointed consultants produce quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department. Provide expert advice to the Department. Resolve technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of infrastructure projects. Compile project monthly and quarterly progress reports. Evaluate and monitor existing technical manuals, standard drawing and procedures to incorporate new technologies. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Provide inputs into the budgeting process. Manage administrative, human resources and related functions. Compile and submit reports as required. Manage and supervise technological and related personnel assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Provide mentorship and supervision to candidate engineering technologist and engineering technologists.

**ENQUIRIES** : Ms. F. Fredericks Tel No: (053) 830 9529

#### **DEPARTMENT OF HEALTH**

***This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.***

**CLOSING DATE** : 13 February 2026

**NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department'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 representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). 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. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected

to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

#### OTHER POSTS

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| <b><u>POST 03/161</u></b>  | : | <b><u>MEDICAL OFFICER REF NO: NCDOH 11/2026 (X5 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | Grade 1: R1 001 349 per annum<br>Grade 2: R1 142 553 per annum<br>Grade 3: R1 322 352 per annum   |
| <b><u>CENTRE</u></b>       | : | Dr Harry Surtie Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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. |
| <b><u>DUTIES</u></b>       | : | The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Examine, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.   |
| <b><u>ENQUIRIES</u></b>    | : | Dr D Theys Tel No: (053) 830 2102   |
| <b><u>APPLICATIONS</u></b> | : | Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> All applicants must complete an application register when an application is hand delivered.  |
| <b><u>POST 03/162</u></b>  | : | <b><u>OPERATIONAL MANAGER: SPECIALTY REF NO: NCDOH 12/2026 (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R693 096 per annum  |
| <b><u>CENTRE</u></b>       | : | Dr Harry Surtie Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Critical care Nursing/ General or Nursing Child. Experience: A minimum of 9 years appropriate/recognisable experience in nursing 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 in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. Valid Driver's Licence. Knowledge and training in Chemotherapy will be an added advantage.   |



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| <b><u>DUTIES</u></b>       | : | Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr JP Berend Tel No: (054) 332 9094  |
| <b><u>APPLICATIONS</u></b> | : | Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at <a href="mailto:VACANCIES.DHSH@NCDOH.gov.za">VACANCIES.DHSH@NCDOH.gov.za</a> . All applicants must complete an application register when an application is hand delivered.  |
| <b><u>POST 03/163</u></b>  | : | <b><u>OPERATIONAL MANAGER: GENERAL REF NO: NCDOH 13/2026 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R549 192 per annum   |
| <b><u>CENTRE</u></b>       | : | Dr Harry Surtie Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Assist with after-hour, night duty and weekend duties as per Nursing Management allocations in the hospital, when required. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team and have Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). |
| <b><u>DUTIES</u></b>       | : | Responsible for the co-ordination and delivery of within the relevant departments, participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support, perform nightshift duties as required, management of human, material and financial resources, as well as the Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Maintain ethical standards and promote professional development.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr JP Berend Tel No: (054) 332 9094  |
| <b><u>APPLICATIONS</u></b> | : | Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at <a href="mailto:vacancies.dhsh@ncdoh.gov.za">vacancies.dhsh@ncdoh.gov.za</a> All applicants must complete an application register when an application is hand delivered.  |
| <b><u>POST 03/164</u></b>  | : | <b><u>CLINICAL PROGRAMME COORDINATOR (CCMT/ART) REF NO: NCDOH 14/2026 (X1 POST)</u></b>  |
| <b><u>SALARY</u></b>       | : | R549 192 per annum   |
| <b><u>CENTRE</u></b>       | : | Namakwa District   |
| <b><u>REQUIREMENTS</u></b> | : | Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Valid driver's licence.   |
| <b><u>DUTIES</u></b>       | : | Provide direct support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure that clinical audits are conducted at a sub-district level and development of quality improvement plans. Participate in the formulation of the District Treatment, Care & Support   |

operational and business planning process. Participate in provincial, district and sub-district HAST meetings i.e district quarterly performance reviews, provincial reviews/nerve centre meetings. Lead the district to achieve the 95/95 strategy for HIV with much focus on the 2nd and 3rd 95 of the treatment cascade. Work in close collaboration with other stakeholders i.e Care & Support coordinator to implement HAST programme activities and improve programme outcomes. Collaborate with the district master trainer to capacitate health care workers on guidelines and new programmatic mandates. Compile monthly/adhoc reports as and when needed and submit to supervisor and provincial CCMT manager. Monitor performance of programmatic data elements.

**ENQUIRIES  
APPLICATIONS**

: Mr D. Grootboom, Ms. EA Cloete Tel No: (027) 712 1078 (Namakwa District)  
: For Namakwa District: Applications must be e-mailed to [namakwaapplications@gmail.com](mailto:namakwaapplications@gmail.com) and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

**POST 03/165**

: **DIAGNOSTIC RADIOGRAPHER REF NO: NCDOH 15/2026 (X2 POSTS)**

**SALARY**

: Grade 1: R397 233 per annum  
Grade 2: R463 941 per annum  
Grade 3: R543 099 per annum

**CENTRE  
REQUIREMENTS**

: Robert Mangaliso Sobukwe Hospital  
: Matric Certificate with Diploma/B Tech Degree in Diagnostic Radiography. Current Proof of Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Must have completed Community Service as per the Diagnostic Radiographer. Experience: **Grade 1:** None after registration with HPCSA in the relevant profession. **Grade 2:** A minimum of 10 year's appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA as a Diagnostic Radiographer. Knowledge And Skills: Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH policies governing the Health sector and Radiograph and profession. Experience in Digital Radiography. Experience in utilisation of computerised Radiography system is recommended. Excellent time management skills and must have knowledge of public service legislation governing the health sector and radiography profession. Compliance in budgeting, radiographic quality assurance, National Core standards, Safety and Infection control principles. Training and supervision of students. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public.

**DUTIES**

: Provide and manage imaging procedures as requested by the doctors. Evaluate requests forms by verifying patient information and ensuring patient history and examination correspond. Operate radiological equipment correctly for specific exam. Interrogate images. Ensure an even flow of patient at all times. Ensure adherence to radiation, health and safety protocols. Manage staff radiation procedure and ensure that all staff wear their devices at all times. Protect patient and colleagues from radiation. Monitor personal radiation exposure. Adhere to all infection control policies. Conduct patient care and quality assurance. Ensure patient safety at all times. Protect patient confidentiality. Conduct quality control and safe-keep equipment. Have knowledge of all equipment and troubleshooting when there is a breakdown. Assist and implement quality control procedures. Train junior staff. Report machine faults to Radiographers in charge. Ensure staff/student development. Present for in-service training sessions. Training junior staff at CT/MRI. Develop protocols for CT/MRI.

**ENQUIRIES  
APPLICATIONS**

: Ms J Du Plooy Tel No: (053) 802 2911  
: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or e-mailed at [rmsshr@ncpg.gov.za](mailto:rmsshr@ncpg.gov.za) All applicants must complete an application register when an application is hand delivered.

**POST 03/166**

: **SOCIAL WORKER REF NO: NCDOH 16/2026 (X1 POST)**

**SALARY**

: Grade 1: R325 200 per annum

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|                                      |   | Grade 2: R397 119 per annum<br>Grade 3: R477 564.per annum<br>Grade 4: R585 441 per annum  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Namakwa District   |
|                                      | : | Formal Tertiary qualification in Social Work (Bachelor of Social Arts) that allows professional registration with the SACSSP. Registration with the SACSSP (South African Council for Social Service Profession) as a Social Worker. A valid Driver's. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. <b>Grade 4:</b> A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. Valid Driver's license.   |
| <b><u>DUTIES</u></b>                 | : | Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and nongovernmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities. Supervise all administrative functions required in the unit and undertake the higher level of administrative functions. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr D. Grootboom, Ms. EA Cloete Tel No: (027) 712 1078 (Namakwa District)   |
|                                      | : | For Namakwa District: Applications must be e-mailed to <a href="mailto:namakwaapplications@gmail.com">namakwaapplications@gmail.com</a> and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.  |
| <b><u>POST 03/167</u></b>            | : | <b><u>PROFESSIONAL NURSE: GENERAL REF NO: NCDOH 17/2026 (X4 POSTS)</u></b>   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R324 384 – R376 458 per annum<br>Grade 2: R396 132 – R459 726 per annum<br>Grade 3: R476 367 – R601 638 per annum   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Dr Harry Surtie Hospital   |
|                                      | : | Degree/Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of twenty (20) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.  |
| <b><u>DUTIES</u></b>                 | : | Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.   |
| <b><u>ENQUIRIES</u></b>              | : | Mr JP Berend Tel No: (054) 332 9094  |

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| <b><u>APPLICATIONS</u></b>           | : | Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or e-mailed at <a href="mailto:vacancies.dhsh@ncdoh.gov.za">vacancies.dhsh@ncdoh.gov.za</a> All applicants must complete an application register when an application is hand delivered.  |
| <b><u>POST 03/168</u></b>            | : | <b><u>STAFF NURSE REF NO: NCDOH 18/2026 (X1 POST)</u></b>  |
| <b><u>SALARY</u></b>                 | : | Grade 1: R220 614.– R246 798 per annum<br>Grade 2: R262 287 – R294 513 per annum<br>Grade 3: R306 798 – R376 458 per annum   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Dr Harry Surtie Hospital<br>Qualification that allows registration with the SANC as Staff Nurse Registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC as a Staff nurse. <b>Grade 3:</b> A minimum of twenty (20) years appropriate/recognisable experience in nursing after registration with SANC as Staff Nurse.   |
| <b><u>DUTIES</u></b>                 | : | To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr JP Berend Tel No: (054) 332 9094<br>Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at <a href="mailto:vacancies.dhsh@ncdoh.gov.za">vacancies.dhsh@ncdoh.gov.za</a> All applicants must complete an application register when an application is hand.  |
| <b><u>POST 03/169</u></b>            | : | <b><u>NURSING ASSISTANT REF NO: NCDOH 19/2026 (X3 POSTS)</u></b>   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R174 261 – R196 305 per annum<br>Grade 2: R203 271 – R227 286 per annum<br>Grade 3: R239 559 – R294 513 per annum   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Dr Harry Surtie Hospital<br>Qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nurse assistant). Experience: <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of twenty (20) years appropriate/ recognisable experience after registration with the SANC as a Nursing Assistant.  |
| <b><u>DUTIES</u></b>                 | : | Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional Growth /ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr JP Berend Tel No: (054) 332 9094<br>Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at   |

[vacancies.dhsh@ncdoh.gov.za](mailto:vacancies.dhsh@ncdoh.gov.za) All applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH-WEST  
OFFICE OF THE PREMIER**

**APPLICATIONS**

: 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. E-Mail: [ooprecruitment1@nwpg.gov.za](mailto:ooprecruitment1@nwpg.gov.za)

**CLOSING DATE**  
**NOTE**

: 13 February 2026 at 15H00 (walk-in) and 00.00 mid-night (online)

: 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](http://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. Candidates who previously applied for this position are encouraged to re-apply if they are still interested.

## OTHER POST

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| <b><u>POST 03/170</u></b>  | : | <b><u>DEPUTY DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2026/01</u></b><br>Re-advert<br>Purpose: To ensure implementation of provincial conflict prevention and management strategies   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Mmabatho  |
| <b><u>REQUIREMENTS</u></b> | : | Three-year tertiary qualification in Labour Relations/ Labour Law and/ or Humana Resource Management 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. |
| <b><u>DUTIES</u></b>       | : | 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 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.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B Malwane Tel No: (018) 388 3707  |

## DEPARTMENT OF SOCIAL DEVELOPMENT

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| <b><u>APPLICATIONS</u></b>  | : | The Acting Director: Human Capital Management. Department of Social Development, Private Bag X6, Mmabatho, 2735 or hand delivered to Ground Floor, Provident House Building, University Drive, Mmabatho, 2735. E-mailed applications will be accepted or considered. Email to <a href="mailto:SegoleL@nwpg.gov.za">SegoleL@nwpg.gov.za</a>   |
| <b><u>FOR ATTENTION</u></b> | : | Mr L Segole  |
| <b><u>CLOSING DATE</u></b>  | : | 13 February 2026 @ 16H00   |
| <b><u>NOTE</u></b>          | : | Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . The improved Z83 Form must be fully complemented 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 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 application 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. 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 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 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 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.

#### OTHER POST

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| <b><u>POST 03/171</u></b>                | : | <b><u>STATE ACCOUNTANT MANAGEMENT ACCOUNTING REF NO: SD/2/26/23/I</u></b><br>Chief Directorate: Financial Management and Administration<br>Directorate: Management Accounting   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R325 101 per annum (Level 07)<br>Provincial Office (Mahikeng)<br>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. A minimum of 2-3 years' relevant experience in the financial environment. Knowledge and understanding of Public 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).  |
| <b><u>DUTIES</u></b>                     | : | 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. |
| <b><u>ENQUIRIES</u></b>                  | : | Ms SP Maponya Tel No: (018) 388 1570  |



**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 03/172** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)**  
Chief Directorate: Rural Health Services

**SALARY** : 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.

**CENTRE REQUIREMENTS** : Worcester Regional Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as 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 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: Participate in the after-hours call system. Competencies (knowledge/skills): Proven knowledge and experience in appropriate general patient management, including diagnosing, stabilizing, treating and patient disposal. Proven knowledge of public health policies, guidelines and related prescripts to manage patients and resources effectively. Proven experience in principles of planning, organizing and implementation. Competent and willing to work across disciplines if required.

**DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester health ecosystem (Rural Central Ecosystem). Ensure governance compliance by maintaining high quality clinical records, and participating in national, provincial and unit-based improvement strategies. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

**ENQUIRIES APPLICATIONS** : Dr I Webster Tel No: (023) 348 1100  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://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 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).

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| <b><u>CLOSING DATE</u></b>        | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/173</u></b>         | : | <b><u>MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRICS AND NEONATES)</u></b><br>Chief Directorate: Metro Health Services   |
| <b><u>SALARY</u></b>              | : | Grade 1: R1 001 349 per annum<br>Grade 2: R1 142 553 per annum<br>Grade 3: R1 322 352 per annum<br>A portion of the package can be structured according to the individual's personal needs.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | New Somerset Hospital<br>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. One-year relevant experience after registration as a 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. <b>Grade 2:</b> A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of six years relevant experience after registration as a 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. <b>Grade 3:</b> A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of eleven years relevant experience after registration as a 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: Applicants must have a valid APLS/PALS/NLS certificate. Provision of after-hours emergency services and participate in commuted overtime at 16 hours per week. Provision of outreach and support to the Metro Southern Western Districts. Valid Driver's licence. Competencies (knowledge/skills): Post-internship experience in general paediatrics and neonatology under on-site supervision of a registered paediatrician. Completion of/ exemption from South African Community Service. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must be competent in provision of paediatric and neonatal resuscitation. Must be capable of providing comprehensive paediatric and neonatal emergency care in ambulatory and in-patient settings. Provision of high-standard in-patient, out-patient and outreach services. Must be capable of teamwork, planning, organisation and coordination. Must have excellent clinical note keeping, referral writing and complex medical report writing skills. Excellent interpersonal, communication, analytical, problem-solving, time management and administrative skills. Display empathy for patients, promote advocacy, and facilitate a biopsychosocial management framework. |
| <b><u>DUTIES</u></b>              | : | Provide high-quality clinical service to patients and their families, adhering to evidence-based management protocols. Clinical leadership in the workplace. Administration of the medical officer roster, patient statistics collection, ECCR patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection. Effective and efficient administration of clinical services. Supervision of junior medical staff to ensure high quality of care and good clinical outcomes. Working and communicating well with nursing staff, allied professionals and all students rotating at the facility. Ward-based formal and informal teaching and training of junior staff and undergraduate medical students.   |

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| <b><u>ENQUIRIES</u></b>    | : | Dr S Chippendale Tel No: (021) 402-6431, email: <a href="mailto:sa-eeda.chippendale@westerncape.gov.za">sa-eeda.chippendale@westerncape.gov.za</a> .  |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>         | : | 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. "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)".   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/174</u></b>  | : | <b><u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE) (X2 POSTS)</u></b><br>Chief Directorate: Metro Health Services   |
| <b><u>SALARY</u></b>       | : | Grade 1: R1 001 349 per annum<br>Grade 2: R1 142 553 per annum<br>Grade 3: R1 322 352 per annum<br>A portion of the package can be structured according to the individual's personal needs.   |
| <b><u>CENTRE</u></b>       | : | Victoria Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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: Valid (Code B/EB) driver's licence, willingness and ability to travel. Willingness to participate in a system of commuted overtime within the Metro Health Services Competencies (knowledge/skills): Ability to work as a medical officer at a Large District Hospital attached to a teaching institution. Verbal and written communication skills. Knowledge and understanding of relevant legislation, hospital procedures and policies. |
| <b><u>DUTIES</u></b>       | : | To deliver comprehensive care to medical patients at Victoria Hospital in accordance with provincial and unit guidelines based on evidence-based medicine and tailored to meet the health needs of the Metro Health Services. To participate in after-hours admissions and high care/ICU cover. To participate in clinical governance, teaching and research activities of the Department of Medicine.  |
| <b><u>ENQUIRIES</u></b>    | : | Dr S Hoosain Tel No: (021) 799-1166 / email: <a href="mailto:shakeel.hoosain@westerncape.gov.za">shakeel.hoosain@westerncape.gov.za</a>   |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |

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| <b><u>NOTE</u></b>                   | : | 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 candidates will be considered for other vacant Medical Officer (Internal Medicine) posts within the Chief Directorate: Metro Health Services for a period of 3months. Candidates will be subjected to a written/practical and oral assessment.   |
| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/175</u></b>            | : | <b><u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS) (X4 POSTS)</u></b>  |
| <b><u>SALARY</u></b>                 | : | Grade 1: R1 001 349 per annum<br>Grade 2: R1 142 553 per annum<br>Grade 3: R1 322 352 per annum<br>(A portion of the package can be structured according to the individual's personal needs.)  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Tygerberg Hospital, Parow Valley   |
|                                      | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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 requirements of the job: Willingness to work commuted overtime (compulsory). |
| <b><u>DUTIES</u></b>                 | : | To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours duties. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr L Lloyd Tel No: (021) 938-9842  |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>                   | : | 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)".   |
| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/176</u></b>            | : | <b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (MENTAL HEALTH/CHRONIC/REHAB/INFECTIOUS)</u></b><br>Overberg District   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R549 192 per annum  |

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| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Overberg District 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 Professional Nurse. (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 SANC as a Professional Nurse. Experience: A minimum of 7 years' appropriate/recognisable experience in nursing after registration as Professional Nurse and Midwife with SANC. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care setting. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relations, exceptional leadership and conflict resolution skills. Knowledge of all relevant public service regulations and policies. Understanding the District Health System. Experience in Primary health care and statistical data. Understanding public/private partnerships. Good psychosocial, health assessment, planning, organizational and training skills. Appropriate knowledge of mental health, rehab, eyecare, infectious and HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases). |
| <b><u>DUTIES</u></b>                 | : | Ensure implementation, coordination, governance, monitoring and evaluation of the District Chronic, rehab, eyecare, mental and HAST health services and strategies. Support the implementation of Mental health, rehab, eye care, chronic health, infectious and HIV/AIDS/STI/TB services, establish linkages with integrated management of conditions and life stages Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Involve in training/capacity building programmes to develop skills and roll out training to support implementation and provision of services related to chronic, rehab, eyecare, mental, infections and HAST Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms P Robertson Tel No: (028) 214-5800   |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Candidates will be required to undergo a competency assessment. The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 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.  |
| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/177</u></b>            | : | <b><u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)</u></b><br>Central Karoo District  |
| <b><u>SALARY</u></b>                 | : | Grade 1: R491 256 per annum<br>Grade 2: R575 250 per annum<br>Grade 3: R676 716 per annum   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Beaufort West Hospital  |
|                                      | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography (Sonography). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: <b>Grade 1:</b> None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees  |

of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: A valid driver's licence and willingness to travel to district hospitals and clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.

**DUTIES** : Use a variety of ultrasound equipment and perform a broad spectrum of procedures, such as abdominal, pelvic, obstetrics, gynecology, and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Provide quality patient-centered care to all patients. Undertake ongoing care of individual patients to ensure continuity of care. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality. Report effectively. Identify normal and abnormal imaging results.

**ENQUIRIES** : Ms M Soldaat Tel No: (023) 414 - 8200  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://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 practical test 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 change in registration status. The pool of applications will be considered for vacancies within Central Karoo 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. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 13 February 2026, 17:00 PM

**POST 03/178** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH NURSE PRACTITIONER)**

**SALARY** : Grade 1: R476 367 per annum  
 Grade 2: R583 989 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with SANC as an Occupational Health Nurse Practitioner. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **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 specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty. To implement, supervise, delegate, co-ordinate and provide an effective and efficient comprehensive occupational health and safety service to the Health Care workers of the institution and affiliated departments and institutes. Competencies (knowledge/skills): Good Understanding of occupational health Services rendered at a healthcare facility. Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that governs Occupational Health and Safety. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e., MS Word, Excel, PowerPoint and Outlook).

**DUTIES** : Provide occupational/ student health services and refer to appropriate level of care where necessary. Coordinate and maintain occupational health services. Provide advisory services on OHS and IPC matters. Coordinate health promotion and wellness initiatives. Conduct occupational health risk assessments and develop improvement plans in collaboration with the management team. Ensure legal compliance with the OHS policy, OHS Act and related statutes. Management of the clinic.

**ENQUIRIES** : Ms G Haroun Tel No: (021) 658-5855  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete 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 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).

**CLOSING DATE** : 13 February 2026, 17:00 PM

**POST 03/179** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE, MATERNITY)**

**SALARY** : Grade 1: R476 367 per annum  
 Grade 2: R583 989 per annum

**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. A post-basic nursing qualification, with 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 the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **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 requirements of the job: Willingness to assist in other units within the Maternity Block during emergencies. Willingness to work shifts including weekends, public holidays and night duty. 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.

**DUTIES** : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Operating Theatre - Maternity. Supervise, co-ordinate and ensure the provision of an optimal, holistic and specialized nursing care within the Operating Theatre - Maternity. Utilize human, material and physical resources efficiently and

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|                            |   | effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Participate in research and training and development.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms G Williams Tel No: (021) 404 4257   |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for these posts. 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)". 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.  |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/180</u></b>  | : | <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b><br>Garden Route District  |
| <b><u>SALARY</u></b>       | : | Grade 1: R476 367 per annum<br>Grade 2: R583 989 per annum   |
| <b><u>CENTRE</u></b>       | : | Thembalethu CDC, George Sub-district   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) Driver's Licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams). |
| <b><u>DUTIES</u></b>       | : | Assist with the management of the Burden of Disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms MJF Marthinus Tel No: (044) 814-1100  |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | 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 Garden Route District, for a period of three months from the date of the advert, provided that the job  |



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|                            |   | title, core functions, inherent requirements, and salary level are the same as those of the advertised post.  |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/181</u></b>  | : | <b><u>INDUSTRIAL TECHNICIAN: UNIT HEAD - CLINICAL ENGINEERING (OPTICS WORKSHOP)</u></b>   |
| <b><u>SALARY</u></b>       | : | R468 459 per annum  |
| <b><u>CENTRE</u></b>       | : | Groote Schuur Hospital, Observatory   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: National Diploma in Clinical, Electrical, Mechanical Engineering (T, S or N stream), Mechatronics or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on optical medical equipment repairs, especially surgical and laboratory microscopes. Appropriate experience with the following equipment: light sources, laser, ENT and various types of scopes (gastro-, colono-, cysto and bronchio scopes, etc). Competencies (knowledge/skills): Ability to compile technical specifications for medical equipment and assist with the tender process. Knowledge of health technology principles. Excellent ability to do fault finding on medical equipment. Computer literacy (MS Word, Excel).  |
| <b><u>DUTIES</u></b>       | : | Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Optical) equipment and train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Liaise with hospital and private sector staff and reports to the Head of Clinical Engineering. Perform all administrative functions as required by the Clinical Engineering Department, Managers and Health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Van Niekerk Tel No: (021) 404 4040   |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. 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.   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/182</u></b>  | : | <b><u>ASSISTANT DIRECTOR: HR (PEOPLE MANAGEMENT SYSTEMS AND PERSAL HELPDESK)</u></b><br>Directorate: People Strategy<br>Sub-directorate: Organisational Dynamics and Remuneration   |
| <b><u>SALARY</u></b>       | : | R468 459 per annum  |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate B-Degree, or National Diploma, or equivalent qualification in the fields of Human Resource Management or Public Administration. Experience: 3-5 years' proven experience in a PERSAL system administration environment. Appropriate experience and knowledge of the PERSAL system. Relevant working experience on the application of Microsoft Word and Excel. Applicable supervisory experience. Inherent requirements of the job: Valid Code 8 (B, EB) driver's licence. The ability to communicate eloquently. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing. Sound practical computer skills in MS Office (Word, Excel, Power Point), Outlook and Teams Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities. Good organisational, planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Leading and Supervising. Delivering Results and Meeting Customer Expectations. Deciding and Initiating Action. Working with People. Following Instructions and Procedures. Relating and Networking. Persuading and influencing. Applying Expertise and Technology Preparedness to work overtime, travel and overnight away when required. |
| <b><u>DUTIES</u></b>       | : | Operationalise and coordinate the application of PERSAL functionality and processes and ensure credibility of information processed on the system. Operationalise and facilitate all PERSAL System training needs within the  |

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|                            |   | Department. Operationalise and manage the appropriate application of Central/Departmental codes, Access Security, Suspense file transactions and the Message broadcasting facility. Operationalise and implement System Change Control (SCC). Data integrity for system enhancement People management.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Klaasen, email: <a href="mailto:Melissa.Klaasen@westerncape.gov.za">Melissa.Klaasen@westerncape.gov.za</a>  |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.  |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/183</u></b>  | : | <b><u>QUALITY ASSURANCE MANAGER</u></b><br>Chief Directorate: Metro Health Services  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum   |
| <b><u>CENTRE</u></b>       | : | Metro TB Hospital Complex (Brooklyn Chest Hospital)  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate Four-Year Diploma/Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Health Services. Inherent requirement of the job: A valid driver's licence. Willingness to work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Knowledge of the Quality Management Framework as well as the Occupational Health and Safety Act, Infection Prevention and Control standards, and Health Risk Management. Strategic leadership and management skills in creative problem solving, decision-making, research, with the ability to analytically interrogate information, and prepare and present reports to internal and external stakeholders using the Microsoft Office Suite (Excel, Word, PowerPoint and Outlook). Ability to direct a multi-disciplinary team within the parameters of matrix management to ensure good quality Healthcare in the Institution, understanding healthcare legislation and related legal and ethical healthcare practices. |
| <b><u>DUTIES</u></b>       | : | Quality and Risk management. Data management for Quality. Manage compliance and service improvement in relation to Ideal Facility, Patient Safety Incidents, Compliments, Complaints and Suggestions, Patient experience of Care and PAIA. Contribute to quality improvement through staff wellness and development, information sharing, training and SOP development.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms W Sonnie Tel No: (021) 508-7403   |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within 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.   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/184</u></b>  | : | <b><u>RADIOGRAPHER: GRADE 1 TO 3 (DIAGNOSTIC)</u></b><br>Chief Directorate: Metro Health Services  |
| <b><u>SALARY</u></b>       | : | Grade 1: R397 233 per annum<br>Grade 2: R463 941 per annum<br>Grade 3: R543 099 per annum  |
| <b><u>CENTRE</u></b>       | : | Victoria Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified   |

employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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: Render a 40 - hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.

**DUTIES** : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in an after-hour service of the department.

**ENQUIRIES** : Mr R Arendse Tel No: (021) 799-1173: Roger.Arendse@westerncape.gov.za  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : 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 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)"

**CLOSING DATE** : 13 February 2026, 17:00 PM

**POST 03/185** : **OCCUPATIONAL THERAPIST PRODUCTION: GRADE 1 TO 3**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R397 233 per annum  
 Grade 2: R463 941 per annum  
 Grade 3: R543 099 per annum

**CENTRE** : Victoria Hospital  
**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist 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: Valid (Code B/EB) driver's license, willingness and ability to travel within the Metro Health Services. Competencies (knowledge/skills): Adhere to departmental requirements whilst rendering services to in-patients and out-patients within the medical, orthopaedic, surgical and paediatric fields. Ability to work as part of the multi-disciplinary team. Ability to comply with National Core Standards requirements and

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|                            | appropriate computer skills. Knowledge on conducting comprehensive assessments and postural device assessments.  |
| <b><u>DUTIES</u></b>       | : Ensure clinical occupational therapy service provision in accordance with the departmental requirements and protocols. Conduct assessments and implement intervention plans across work areas. Multidisciplinary team involvement; professional advocacy; data analysis and quality improvement; resource management. Participation in personal, departmental and hospital in-services and training programs; student supervision. Contribute to improvement of internal and external systems relating to Occupational Therapy and the Allied component to improve care pathways.  |
| <b><u>ENQUIRIES</u></b>    | : Dr G Dunbar Tel No: (021) 799-1211 or email: <a href="mailto:Graeme.Dunbar@westerncape.gov.za">Graeme.Dunbar@westerncape.gov.za</a> or Ms C Johannisen Tel No: (021) 799-1115, email: <a href="mailto:Crystal.Johannisen@westerncape.gov.za">Crystal.Johannisen@westerncape.gov.za</a>   |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : 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 candidates will be considered for other vacant relevant posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.   |
| <b><u>CLOSING DATE</u></b> | : 13 February 2026, 17:00 PM   |
| <b><u>POST 03/186</u></b>  | : <b><u>PHYSIOTHERAPIST GRADE 1 TO 3</u></b>   |
| <b><u>SALARY</u></b>       | : Grade 1: R397 233 per annum<br>Grade 2: R463 941 per annum<br>Grade 3: R543 099 per annum  |
| <b><u>CENTRE</u></b>       | : Tygerberg Hospital, Parow Valley   |
| <b><u>REQUIREMENTS</u></b> | : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist 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: Required to participate in on call and weekend duties. Required to accumulate CPD points for continued registration with HPCSA. Competencies (knowledge/skills): A good basic knowledge and skills of all aspects relating to physiotherapy. Ability to work independently and in a multi-disciplinary team. Good communication skills. Problems solving skills and ability to work under pressure. |
| <b><u>DUTIES</u></b>       | : Assessment, treatment and holistic physiotherapy management of patients. Stock management and control. Assist with student training and supervision. Perform administrative activities relating to physiotherapy. Participation in departmental and clinical area activities.  |
| <b><u>ENQUIRIES</u></b>    | : Ms A Swart Tel No: (021) 938-4576 / 5152   |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |

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| <b><u>NOTE</u></b>         | : | 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 as Physiotherapist with the relevant council (including individuals who must apply for change in registration status)"   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/187</u></b>  | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b><br>Chief Directorate: Metro Health Services  |
| <b><u>SALARY</u></b>       | : | R397 116 per annum  |
| <b><u>CENTRE</u></b>       | : | Western Cape Rehabilitation Centre  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate three- year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Good organizational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Package. Appropriate experience in LOGIS, BAS, CLINICOM and Account Receivables system. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. |
| <b><u>DUTIES</u></b>       | : | Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Authorization of BAS / Logis payments when required. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Effective utilisation of human resources. Act as treasurer for WCRC Facility Board.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms H Baker Tel No: (021) 370-2309   |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within 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.   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/188</u></b>  | : | <b><u>SENIOR PERSONNEL PRACTITIONER: HRM (SPMS AND SUPPORT SERVICES)</u></b><br>Overberg District   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum  |
| <b><u>CENTRE</u></b>       | : | Overberg District Office  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the Human Resource Management field. Inherent requirements of the job: Valid driver's licence and willingness to travel within the district. Competencies (knowledge/skills): Sound knowledge of Staff Performance Management System (SPMS) and Permis and excellent training and presentation skills. Ability to work independently as well as in a team. Computer literacy (MS Office: MS Word, MS Excel, PowerPoint) and PERSAL. Good communication, interpersonal and organisational skills. Ability to maintain confidentiality.  |
| <b><u>DUTIES</u></b>       | : | Responsible for the management of Staff Performance Management System and Permis, which include render training and information session, conducting annual audits, assisting with grievances and disputes, give general support to  |

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|  |   | Sub-districts, conclude the SPMS cycle and give support with poor performers. Responsible to keep grade progression database up to date and ensure correct implementation of grade progression and Occupational Specific Dispensation prescripts. General reasonable administration tasks. Render assistance with all transversal personnel practices, including all employment practices, conditions of service and terminations within the district including pay progression. Handle of all ad hoc HR-projects and audits, e.g. Wellness Day, Long Service Awards Ceremony and Team Recognition Awards Ceremony. Responsible for managing the Support Service function at the District Office, which includes (i.e. telecom service, linen and laundry and contract Management). |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr J Joubert Tel No: (028) 214-5802   |
|  | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>                       | : | No payment of any kind is required when applying for this post. Candidate who are shortlisted for interviews will be expected to complete a practical test.   |
| <b><u>CLOSING DATE</u></b>               | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/189</u></b>                | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b><br>Chief Directorate: Rural Health Services  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R397 116 per annum  |
|  | : | George Regional Hospital  |
|  | : | Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate Human Resource Administration experience. Appropriate supervisory experience. Appropriate experience of the Persal System. Competencies (knowledge/skills): Sound knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good communication skills (Verbal and written). Excellent computer skills in (MS Office, Word, Excel, PowerPoint and Outlook).  |
| <b><u>DUTIES</u></b>                     | : | Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS/PERMIS, establishment administration and recruitment and selection. Render a support and advisory service with regards to personnel administration and human resource management. Manage and supervise the general staff office including the development of HR Officials. Management of PERSAL functions and accurate record keeping. Ensure HR compliance and rectification of Auditor-General reports and monitor compliance to HR policies.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms LP Du Plessis Tel No: (044) 802 - 4409   |
|  | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>                       | : | 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 requirement, and salary level are the same as those of the advertised post.   |
| <b><u>CLOSING DATE</u></b>               | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/190</u></b>                | : | <b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b><br>Overberg District  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R325 101 per annum  |
|  | : | Swellendam and Cape Agulhas Sub-district (Based at Swellendam Hospital)   |
|  | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management matters. Appropriate experience of PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license and willingness to travel within the sub-districts. Competencies (knowledge/skills): Sound knowledge of Human Resource Management policies. Computer literacy (MS Word, MS Excel, MS Teams, MS Office, PERMIS). Sound  |

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|                            | knowledge and practical experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking.  |
| <b><u>DUTIES</u></b>       | : Responsible for personnel administration and effective implementation of policies and prescripts, including the approval of PERSAL transactions related to personnel and personnel administration, OSD, and grade progression. Maintaining fair and efficient recruitment and selection processes. Maintaining fair and efficient recruitment and selection processes. Responsible for adherence to all transversal personnel practices, approval of PERSAL transactions relating to service benefits, allowances, service terminations, leave, SPMS, OSD, WCA. Co-ordinate Labour relations and People Development (HRD) functions. Management of the performance and supervision of HR and Support Services component staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.  |
| <b><u>ENQUIRIES</u></b>    | : Ms N Wege Tel No: (028) 514-8400  |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Short-listed candidates could be subjected to a practical test.   |
| <b><u>CLOSING DATE</u></b> | : 13 February 2026, 17:00 PM  |
| <b><u>POST 03/191</u></b>  | : <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MIDWIFERY)</u></b>  |
| <b><u>SALARY</u></b>       | : Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum   |
| <b><u>CENTRE</u></b>       | : Groote Schuur Hospital, Observatory   |
| <b><u>REQUIREMENTS</u></b> | : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other maternity departments. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Knowledge of Nursing Practices. Knowledge of Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written). |
| <b><u>DUTIES</u></b>       | : Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care) in Maternity. Implement standards, practices, criteria and indicators for quality nursing (quality of practice) in Maternity. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.  |
| <b><u>ENQUIRIES</u></b>    | : Ms G Williams Tel No: (021) 404 -4257   |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory competency 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 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 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.

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| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/192</u></b>            | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b><br>West Coast District   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R324 384 per annum<br>Grade 2: R396 132 per annum<br>Grade 3: R476 367 per annum  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Swartland Hospital, Swartland Sub-district<br>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> 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: Willingness to work shifts and after hours (weekends, public holidays and night duty). Willingness to work overtime. Willingness to rotate in the hospital. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. |
| <b><u>DUTIES</u></b>                 | : | Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms L Julius Tel No: (022) 487-9204<br>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>                   | : | 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 the Westcoast District/Swartland 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."  |
| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM   |

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| <b><u>POST 03/193</u></b>         | : | <b><u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u></b>  |
| <b><u>SALARY</u></b>              | : | Grade 1: R264 750 per annum<br>Grade 2: R306 411 per annum<br>Grade 3: R330 540 per annum   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Groote Schuur Hospital, Observatory<br>Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: <b>Grade 1:</b> None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Physical ability to safely move heavy pharmaceutical items stored at |



various heights in the pharmacy. Must be willing to prepare and mix chemotherapy. Ability and willingness to work in a team environment with rotation of duties according to rosters. Must be willing to work overtime and after hours as needed. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook) as well as demonstrating experience in using JAC/ Well Sky dispensing system. Knowledge of Good Pharmacy Practice and of institutional pharmacy practices and procedures. Knowledge of Medicine Supply Management Principles, including cold chain management. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Patient orientated with excellent interpersonal and communication skills including the ability to communicate with other health care professionals. Ability to plan, manage time effectively, take accountability, problem solve, innovate, work accurately under pressure and maintain a high standard of professionalism. Ability to take accountability for assigned duties including medicine related queries.

**DUTIES** : Providing a safe, efficient, cost-effective comprehensive pharmaceutical service. Dispensing of medicines including documenting and assisting with medicine related queries. Effective control of pharmaceutical stock in Pharmacy and the wards including receiving, storage, control, distribution, cold chain management and temperature monitoring. Assisting with data collection and record keeping. Assisting with training, teaching and mentoring of Pharmacy staff. Compliance with all People management policies and practices, including conflict & complaint management. Ensuring adherence to Infection Control and Occupational Health and Safety Practices.

**ENQUIRIES** : Ms V Naicker Tel No: (021) 404-3216  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates maybe subjected to a practical assessment. 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. 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.

**CLOSING DATE** : 13 February 2026, 17:00 PM

**POST 03/194** : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R264 750 per annum  
 Grade 2: R306 411 per annum  
 Grade 3: R330 540 per annum

**CENTRE** : Michael Mapongwana CDC  
**REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic) or as Pharmacist Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.

**DUTIES** : Perform the following services or acts under the direct personal supervision of a pharmacist: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to

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|                            | individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks.   |
| <b><u>ENQUIRIES</u></b>    | : Ms Z Yengwa Tel No: (021) 360-4436  |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Candidates registered in the category "Community Pharmacy" may also apply but must be willing to obtain registration in the category "Institutional Pharmacy" within 12 months and must work under direct supervision of a pharmacist during this period. Failure to comply will lead to the termination of services in the case of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.  |
| <b><u>CLOSING DATE</u></b> | : 13 February 2026, 17:00 PM  |
| <b><u>POST 03/195</u></b>  | : <b><u>RADIOGRAPHER DIAGNOSTIC: GRADE 1 TO 3 (5/8TH POST)</u></b><br>Chief Directorate: Metro Health Services  |
| <b><u>SALARY</u></b>       | : Grade 1: R248 271 (5/8th) per annum<br>Grade 2: R289 962 (5/8th) per annum<br>Grade 3: R339 438 (5/8th) per annum   |
| <b><u>CENTRE</u></b>       | : Victoria Hospital   |
| <b><u>REQUIREMENTS</u></b> | : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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: Render a 25-hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. |
| <b><u>DUTIES</u></b>       | : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities.  |
| <b><u>ENQUIRIES</u></b>    | : Mr R Arendse Tel No: (021) 799-1173: Roger.Arendse@westerncape.gov.za   |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>         | : 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 candidates will be considered for other vacant relevant posts within the Chief Directorate: Metro Health Services for a period of 3 months.

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| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/196</u></b>  | : | <b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT)</u></b><br>Chief Directorate: Rural Health Services  |
| <b><u>SALARY</u></b>       | : | R228 321 per annum   |
| <b><u>CENTRE</u></b>       | : | George Regional Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Warehouse Process. Appropriate experience in LOGIS. Competencies (knowledge/skills): Ability to capture data accurately and good record keeping. Computer literacy (MS Office: Word, Excel, Outlook). Appropriate knowledge of Accounting Officers System and SCM delegations of the department.   |
| <b><u>DUTIES</u></b>       | : | Perform tasks related to procurement such as goods and services, supply chain stock and to maintain a database of contracts. Maintain 0-9 files and follow-up with suppliers on outstanding store stock and buy-outs. Capture requisitions/issues and receipt vouchers documentation on the LOGIS system. Prepare order batches for payments. Filing and recordkeeping of receipt and issues vouchers. Monthly SCM reporting to supervisor. Provide support to the supervisor and assist within the Supply Chain Component. Ensure compliance with all relevant laws and prescripts in the Supply Chain Management. Maintain open communication channels with suppliers. Ensure that all purchases are made according to existing state contracts and delegations. |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Bezuidenhout Tel No: (044) 802-4347   |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. 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.   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/197</u></b>  | : | <b><u>STAFF NURSE GRADE 1 TO 3 (X4 POSTS)</u></b><br>Overberg District   |
| <b><u>SALARY</u></b>       | : | Grade 1: R220 614 per annum<br>Grade 2: R262 287 per annum<br>Grade 3: R306 798 per annum  |
| <b><u>CENTRE</u></b>       | : | Villiersdorp Clinic (X1 Post)<br>Botrivier Clinic (X1 Post)<br>Genadendal Clinic (X1 Post)<br>Riviersonderend Clinic (X1 Post)<br>Theewaterskloof Sub-district   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Qualification that allows you registration with South African Nursing Council as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Good communication skills (written and verbal).     |
| <b><u>DUTIES</u></b>       | : | Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Clarke Tel No: (028) 212-1070   |

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| <b><u>APPLICATIONS</u></b>           | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post. Candidates will be required to undergo 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 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 Overberg District, for a period of 3 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. |
| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/198</u></b>            | : | <b><u>NURSING ASSISTANT GRADE 1 TO 3</u></b><br>Garden Route District   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R174 261 per annum<br>Grade 2: R203 271 per annum<br>Grade 3: R239 559 per annum   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Harry Comay Hospital, George Sub-district   |
|                                      | : | Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.  |
| <b><u>DUTIES</u></b>                 | : | Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr R Lewis-Peters Tel No: (044) 814 - 1117  |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>                   | : | 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 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.   |
| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/199</u></b>            | : | <b><u>STERILIZATION OPERATOR PRODUCTION (CSSD)</u></b><br>Chief Directorate: Rural Health Services  |
| <b><u>SALARY</u></b>                 | : | R163 680 per annum  |
| <b><u>CENTRE</u></b>                 | : | George Regional Hospital  |
| <b><u>REQUIREMENTS</u></b>           | : | Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate sterilizing & disinfection (CSSD) experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, night duty, overtime as needed. Willingness to rotate and perform  |

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|                            |   | relief duties, according to operational needs. Competencies (knowledge/skills): Knowledge and skills regarding disinfection, decontamination, and sterilisation. Knowledge of CSSD procedures and the use of equipment (Gas/ autoclave etc). Ability to work in a team cooperatively – good interpersonal skills. Good communication (verbal and written).   |
| <b><u>DUTIES</u></b>       | : | Effective application of the sterilisation process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilise instruments and linen supplies. Assist with maintaining, cleaning, and testing of sterilisation equipment, washing machines, autoclaves to ensure all equipment in an optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms LK De Goede Tel No: (044) 802-4352  |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | 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.   |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/200</u></b>  | : | <b><u>MESSENGER</u></b><br>Chief Directorate: Metro Health Service   |
| <b><u>SALARY</u></b>       | : | R138 486 per annum   |
| <b><u>CENTRE</u></b>       | : | Mowbray Maternity Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Medical Records environment. Appropriate experience in a Registry environment. Inherent requirements of the job: Physically fit and able to be on your feet for long periods. Ability to lift heavy loads. Competencies (knowledge/skills): Good interpersonal and communication skills and analytic problem-solving abilities. Good time management and organisational skills. Ability to work within a team and independently. Ability to continually work under pressure, with a high degree of accuracy and care.   |
| <b><u>DUTIES</u></b>       | : | Sort and distribute incoming and outgoing mail daily. Deliver and collect patient folders to and from various departments. Record all folders received in Medical Records and retrieve both current and archived patient folders. Assist with general administrative duties. Assist with telephonic and personal enquiries.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr R Blanckenberg Tel No: (021) 659-5901   |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. The pool of applications will be considered for vacancies within 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.  |
| <b><u>CLOSING DATE</u></b> | : | 13 February 2026, 17:00 PM   |
| <b><u>POST 03/201</u></b>  | : | <b><u>HOUSEHOLD AID</u></b><br>District  |
| <b><u>SALARY</u></b>       | : | R138 486 per annum   |
| <b><u>CENTRE</u></b>       | : | Otto du Plessis Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of cleaning services and infection control within a health facility. Inherent requirements of the job: Physically able to be on feet for long hours and lift and move heavy objects and supplies. Ability to operate industrial machinery and equipment used in hospital cleaning services. Willingness to work shifts, including night duty, weekends, public holidays and perform overtime when required. Competencies (knowledge/skills): Good interpersonal skills. Ability to accept accountability and responsibility and to work independently and as part of a team. Knowledge of the correct methods |

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|                            | of handling and disposal of domestic refuse and medical waste products. Knowledge of cleaning principles and infection prevention and control.   |
| <b><u>DUTIES</u></b>       | : Deliver a high standard of cleanliness and hygiene within the hospital to prevent the spread of infection by adhering to infection prevention and control policies. Managing resources efficiently through the correct usage, ordering and safekeeping of equipment, materials and cleaning solutions. Render an effective and efficient linen management and food services support functions. Render an effective and efficient waste management service to ensure the correct and safe handling of all types of waste, including domestic, medical and anatomical. Provide optimal support to the supervisor and colleagues and adhering to policies and prescripts.   |
| <b><u>ENQUIRIES</u></b>    | : Mr CS Jakobus Tel No: (028) 424-1168   |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment.  |
| <b><u>CLOSING DATE</u></b> | : 13 February 2026, 17:00 PM   |
| <b><u>POST 03/202</u></b>  | : <b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (5 SESSIONS PER WEEK)</u></b><br>Chief Directorate: Metro Health Services<br>(Contract until 31 March 2027)  |
| <b><u>SALARY</u></b>       | : Grade 1: R646 per hour<br>Grade 2: R737 per hour<br>Grade 3: R853 per hour   |
| <b><u>CENTRE</u></b>       | : Victoria Hospital  |
| <b><u>REQUIREMENTS</u></b> | : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics Experience: <b>Grade 1:</b> None after registration as a Specialist Paediatrician with the HPCSA in respect of SA qualified employees. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Specialist Paediatrician 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 a Specialist Paediatrician with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Specialist Paediatrician after registration with the HPCSA as a Specialist Paediatrician in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Specialist Paediatrician with a recognized 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 requirements of the job: Willingness to work commuted overtime (compulsory). A Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Must be competent managing general paediatric conditions, be familiar with referral pathways. Willingness to provide afterhours paediatric cover as service demands require. |
| <b><u>DUTIES</u></b>       | : Assist HOD of paediatric department with the efficient delivery of a high-quality paediatric service at Victoria, a Large Metro District Hospital within the Southern Sub-District of Cape Town. Effective and efficient administration of clinical duties. Provide telephonic paediatric advice to queries from primary health care professionals within our drainage area. Supervise and train junior medical staff and students in the course of clinical work. Work within a multi-disciplinary team and provide clinical leadership in the workplace. Assist HOD with some administrative duties, data collection and quality improvement projects relevant to child health and improved service for patients and their families. Improve professional competence by regular self-learning and reflection with the application of current evidence. -Be willing to provide afterhours paediatric cover as service demands require. -Provide specialist oversight to PIDC (HIV/ARV) clinic and neurodevelopmental clinic (ASD, ADHD and epilepsy). Provide supervision and training to junior doctors and medical students in the course of clinical work.   |
| <b><u>ENQUIRIES</u></b>    | : Dr G Schermbrucker, email: <a href="mailto:Gill.Schermbrucker@westerncape.gov.za">Gill.Schermbrucker@westerncape.gov.za</a>  |
| <b><u>APPLICATIONS</u></b> | : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |

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| <b><u>NOTE</u></b>                   | : | 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)".  |
| <b><u>CLOSING DATE</u></b>           | : | 13 February 2026, 17:00 PM  |
| <b><u>POST 03/203</u></b>            | : | <b><u>DENTIST GRADE 1 TO 3 (SESSIONAL) (20 HOURS PER WEEK) (X3 POSTS)</u></b><br>Garden Route District<br>(Contract until 31 March 2027)  |
| <b><u>SALARY</u></b>                 | : | Grade 1: R468 per hour<br>Grade 2: R550 per hour<br>Grade 3: R636 per hour  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Garden Route District Office (Various Institutions) (NHI Project)   |
|                                      | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: <b>Grade 1:</b> None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. <b>Grade 2:</b> Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. <b>Grade 3:</b> Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Garden Route and Central Karoo Districts. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs. |
| <b><u>DUTIES</u></b>                 | : | Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Garden Route and Central Karoo Districts Ecosystem. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within the Garden Route and Central Karoo Districts Ecosystem in absence of a peer colleague.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms S Pienaar Tel No: (044) 803-2703   |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>                   | : | 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 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.

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: 13 February 2026, 17:00 PM