



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE (DOA)**NOTE**

: 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. Communication will be limited to shortlisted candidates only. 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.

OTHER POSTS**POST 07/01**

: **SCIENTIST PRODUCTION - GRADE A: REF NO: 3/3/1/57/2025 (X2 POSTS)**
Directorate: Inspection and Quarantine Services

SALARY

: R761 157 per annum (OSD) (All-inclusive salary package to be structure in accordance with OSD rules)

CENTRE

: Western Cape: Stellenbosch

REQUIREMENTS

: The applicant must be in possession of Grade 12 (Matric) certificate. Science degree (BSc)(Hon) or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Job Related Knowledge: Applicants must have knowledge of legal compliance: Agricultural Pests Act,

1983 (Act No. 36) and applicable regulations: Plant Improvement Act, 1976 (Act No 53); and International Standards for phytosanitary measures- IPPC & WTO/SPS. Public Finance Management Act (PFMA). Knowledge of Public Service and Departmental prescripts/ policies. Quarantine procedures and protocols. Good agricultural and laboratory practices. Relevant legislation and regulations, norms and standards. Export and import procedures and policy. A valid driver's license. Job Related Skills: Programme & project management. Scientific methodologies and models. Research & development experience. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgement. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organization. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.

DUTIES : Develop and implement methodologies, systems and procedures for the detection pests and post entry quarantine of plants. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Perform scientific analysis and regulatory functions in the area of plant quarantine. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance and development of staff.

ENQUIRIES : Mr Theo Pongolo: Tel: (021) 809 1640
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SPGrecruit572025@nda.agric.za.

NOTE : African Males and Females, and persons with disability are encouraged to apply.
CLOSING DATE : 13 March 2026 at 16:00

POST 07/02 : **SCIENTIST PRODUCTION GRADE A REF NO: 3/3/1/51/2025**
 Directorate: Plant Production

SALARY : R761 157 per annum (OSD) (All-inclusive package to be structure in accordance with the OSD rules)

CENTRE : Gauteng: Pretoria

REQUIREMENTS : BSc (Hon) in Plant Production/Botany (plant/seed morphology, taxonomy, physiology. Compulsory registration with SACNASP as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Prior experience with usage of laboratory apparatus. Additional advantages include the attendance of the Seed Science Course hosted by the University of Pretoria and successful completion of the practical seed testing methods and techniques examination. Job Related Knowledge: Applicants must have knowledge of seed testing and seed technology practice within the scope of seed science (nomenclature, morphology, taxonomy, physiology). Taxonomy skills for seed identification. Scientific methodologies and models. Research and development. Technical report writing. International seed testing processes and methodologies (ISTA). Quality Assurance Systems (ISTA accreditation standard). Operation and maintenance of laboratory apparatus and equipment. Analytical and scientific interpretation, i.e. mathematical and statistical calculation of results. Policy development and analysis of relevant departmental policies and prescripts e.g.

<u>DUTIES</u>	: Plant Improvement Act. Data analysis. Job Related Skills: Computer skills (MS Office) Identify specialist assets for the OSTL based on needs (seed collection). Work well in an individual capacity as well as part of the team. Ability to train internal personnel as well as external stakeholders. Professional oral and written communication skills. Planning and organizational skills. Knowledge and operation of laboratory apparatus. Numeracy, mathematical and statistical skills. Problem solving skills. Analytical skills. Ability to work effectively and efficiently.
<u>ENQUIRIES</u>	: Develop and implement methodologies, systems and procedures. Perform scientific function that require interpretation in the absence of an established framework i.e. interpretation of the International Seed Testing Association (ISTA) rules. Identify and consolidate needs for methodologies, policies, systems and procedures in the Quality Assurance System (QAS). Identify gaps and development appropriate interventions regarding the activities of seed sampling with Directorate: Inspection Services and/or other offices. Monitor the maintenance, calibration and operation of seed testing equipment. Provide scientific support and advice. Provide scientific data, information and advice as requested by the seed industry and review scientific publications. To perform scientific analysis and regulatory functions to promote standardization in the seed industry. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedure related to seed testing. Conduct basic and applied research. Research/literature studies to improve expertise in the seed related field. Publish and present research findings and liaise with relevant bodies/councils on seed science-related matters. Human Capital and Development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice in accordance with ISTA rules and Quality Assurance System. Supervise scientific work processes. Manage the performance and development of staff.
<u>APPLICATIONS</u>	: Ms A Kistnasamy Tel: 012 319 6034
<u>NOTE</u>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SPGrecruit512025@nda.gov.za .
<u>CLOSING DATE</u>	: EE Target: Coloured and White Females, and persons with disability. : 13 March 2026 at 16:00
<u>POST 07/03</u>	: <u>CONTROL AGRICULTURAL LEGISLATION INSPECTOR REF NO: 3/3/1/52/2025</u> : Directorate: Agricultural Inputs Control
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	: Bachelor of Science (Bsc) Degree in the field of Agriculture. Good manufacturing practice training at any higher learning institution will be added advantage. Job Related Work Experience: Minimum of three (3) years' experience. Job Related Knowledge: Public Finance Management Act, The Public Service Act, Document tracking system, Relevant computer training, Relevant act and International Agreements, Regulations/Standards, Customer Services, Financial Management and Meeting procedures, Evaluation of Products: Computers 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 telephone etiquette, Ability to act with tact and discretion, Interpretation of relevant legislation, Identification of shortcomings in legislation. Training/guide of personnel in performance of their task, Communication (written & verbal), Negotiating/Influencing, Budgeting and application of funds, Public Speaking, Problem Solving, Conflict resolution and management, Information management, Identification and planning, Relevant computer software (MS Office), Supervision of personnel & related matters. Chairing of meetings. Extended working hours. The candidate must be willing to travel and be in a position of the Driver's license, Ability to work under pressure.
<u>DUTIES</u>	: Ensure compliance and enforcement in the region. Monitor and analyse inspection activities in the region. Develop and interpret intervention strategies. Conduct spot checks and verify compliance. Attend scientific local and

international conferences on agricultural inputs. Seizure of illegal products. Recommend high level cases for prosecution. Conduct the samples testing. Monitor and evaluate the sampling procedure. Screen non-compliance reports in terms of risk. Lead GMP (Good Manufacturing Practices) audit of manufacturing facilities. Recommend the closure of non-complying facilities. Monitor and ensure preservation of all evidence. Monitor and inspect imports. Guidance, interpretations and applying legislation, regulations and policies. Ensure that traceability system is in place for record purposes. Direct and advice on investigation conducted. Advice the Register and Executives on the deficiencies of the legislation and its prescripts. Put systems and procedures in place to ensure client adherence to legislation, regulations and procedures. Conduct risk analysis in the region. Ensure and monitor the implementation of intervention strategy and action plan. Conduct risk assessment and facilitate pests control operations. Develop/review guidelines, Standard Operating Procedures (SOP) and regulations. Conduct risk analysis. Develop intervention strategy and action plan. Conduct monitoring and evaluation. Develop awareness campaign and information sessions programs. Ensure that capacity building and awareness rising to internal and external stakeholders are conducted. Ensure that raids are conducted at points of interest (railways stations, taxi rank and other informal markets,) Ensure the distribution of awareness materials. Represent the department at stakeholder meetings (Industrial, various departments, directorates, and farmers organisation). Manage and monitoring complaints, investigation, and prosecution processes. Ensure the screening, categorisation, and prioritization of complaints according to their level of risk. Analyse all complaints and enquiries. Develop corrective measures and ensure that system is updated. Prosecution of the outcome of inspections where there is contravention. Monitor and ensure that all complaints and enquiries are attended to. Investigate high level advice. analyse court cases and provide advice. Lead the prosecution through NPA, State Attorneys on matters going for trials in courts. Liaise/attend meeting with other government departments (Health, SARS, SAPS, etc.), non-governmental institutions and relevant stakeholders. Supervision of Staff. Allocation and ensure quality of work. Ensure capacity and de4velopment of staff. Ensure proper utilization of equipment.

**ENQUIRIES
APPLICATIONS**

: Mr Gift Moncho Tel: (012) 319 7169
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CALIrecruit522025@nda.gov.za.

**NOTE
CLOSING DATE**

: EE Target: African Males and Persons with disability.
 : 13 March 2026 at 16:00

POST 07/04

: **SENIOR AGRICULTURE REGISTRATION OFFICER (REF NO: 3/3/1/53/2025)**
 Directorate: Agriculture Inputs Control
 This is a readvertisement and applicants who applied previously need to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 08)
 : 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 two (2) years relevant experience of administration in the regulatory environment. 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/reports 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.

- ENQUIRIES** : Mr David Motloi, Tel: (012) 319 6889
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SAROrecruit532025@nda.gov.za.
- NOTE** : EE Target: African, Coloured, Indian, White Males and African, Coloured and White Females, and persons with disability.
- CLOSING DATE** : 13 March 2026 at 16:00
- POST 07/05** : **PERSONAL ASSISTANT: REF NO 3/3/1/54/2025**
Chief Directorate: Legal Services
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : National Diploma in Secretarial/Office Administration/ Management (NQF6). A minimum of three (3) years' experience in rendering a support service to senior management. Job Related Knowledge: Applicants must have knowledge on the relevant legislation/policies/prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job Related Skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication, Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours.
- DUTIES** : Provides a secretarial/receptionist support services to the Manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded to, in the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the manager and the unit where required. Collect and analyses information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents

like procurement advices and monthly salary reports. Provides support to manager 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 communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms Kanthi Nagiah Tel: 0661163174
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email PArecruit542025@nda.gov.za.
NOTE : EE Target: African Males and Persons with disability.
CLOSING DATE : 13 March 2026 at 16:00

POST 07/06 : **GENERAL TECHNICAL ASSISTANT REF NO 3/3/1/55/2025**
 Directorate: Plant Production

SALARY : R269 499 per annum (Level 06)
CENTRE : Gauteng: Pretoria (Roodeplaat)
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate with Life Sciences (Biology) and Mathematics Literacy as passed subjects. Job Related Work Experiences: No working experience required. Job Related Skills: Seed testing knowledge. Seed science (morphology, taxonomy, physiology). International seed testing processes and methodologies. Quality assurance practices. Laboratory safety measures. Communications skills. Planning and organising skills.

DUTIES : Conduct physical purity analysis. Asses physical status of samples, weight and report. Apply appropriate dividing technique, weight, and report. Interpret purity technical requirements for the applicable seed kind (Pure Seed Definition). Apply the PSD to conduct analysis procedures. Study other seed if found and observe seed characteristics according to familiarities. Compare seed with identification literature and confirm comparison with seed in reference collection. Describe, weight and report results. Package components for record purposes and additional testing. File laboratory report in specified area. Report non-conformances and incidents. Conduct germination test, i.e planting and evaluation: Planting: Verify and interpret the applicable planting requirements for the seed kind. Prepare containers and substrate according to prescribed method. Apply appropriate dividing technique for obtaining a planting work sample. Position seed in/on substrate, complete planting procedure and place into correct germination apparatus (temperatures specific). Report planting details on germination work sheet. File laboratory in specified area. Report non-conformances and incidents. Evaluation: Verify and interpret the applicable technical seedling evaluation criteria for the seed kind. Report any general observations. Apply technical judgement to assess the physical appearance of the replicate. Group seedlings and left over seed according to prescribed categories. Report number of seedlings and left over seed per group / category and described abnormalities on germination work sheet. Finalise test or extent incubation period when required according to ISTA Rules. File laboratory report in specified area. Reporting of non-conformances and incidents. Conduct test related to seed analysis, other than purity analysis and germination test as required for quality determination. Verify seed kind. Read, interpret and apply test technical methodology applicable to test type as requested. Consult relevant officials, if required. Report results on work sheet. File laboratory report in

specified area. Report non-conformances and incidents. Implement quality assurance system, occupational health and safety measures and good laboratory practices. Maintaining and calibration of apparatus. Maintaining tidiness of work area/surfaces. Apply health and safety measures in accordance with legislation and prescribed procedures e.g. make use of Personal Protection Equipment. Apply rules and standards for handling, packing, filing, and storage to maintain quality of samples and documents. Filing of records / documents. Report of non-conformances and incidents.

ENQUIRIES : Ms A Choco Tel: 012 319 6311
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email GTAreruit552025@nda.gov.za.

NOTE : EE Target: African, Coloured and White Males and persons with disability.
CLOSING DATE : 13 March 2026 at 16:00

POST 07/07 : **ADMINISTRATION CLERK: REF NO 3/3/1/56/2025**
Directorate: Land Use and Soil Management

SALARY : R228 321 per annum (Level 5)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

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

ENQUIRIES : Ms E van Dyk Tel: (012) 319 7558
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ACreruit562025@nda.gov.za

NOTE : EE Target: African and White Males and Persons with disabilities.
CLOSING DATE : 13 March 2026 at 16:00

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.

- APPLICATIONS** : 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 HR@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 13 March 2026
- NOTE** : 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 or faxed applications will not be considered.

OTHER POST

- POST 07/08** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF: DBE/16/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management
- SALARY** : R397 116.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of an appropriate three year post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Two years' experience in Supply Chain Management environment; Two years' experience of LOGIS system and the National Treasury's Central Suppliers Database; Knowledge of government Procurement processes and regulations, including the Public Finance Management Act. Code of Conduct for Supply Chain Management Practitioners, and Preferential Procurement Policy Framework Act; Ability to work under pressure, independently and in a team; Ability to organise and plan work; accordingly, Excellent interpersonal and organisational skill; Computer literacy (MS Word, MS Excel, MS PowerPoint MS Outlook and Internet) Good written and verbal communication skills and must be self-motivated
- DUTIES** : The successful candidate will be responsible for sourcing quotations for goods and services from suppliers listed on the National Treasury's Central Supplier Database (CSD); Ensuring that the quotation processes are compliant, standard bidding documents are compiled in accordance with department policies, procedures and all applicable legislative requirements; Rendering guidance in writing of specifications; Rendering secretarial support to Bid Specification Committee (BSC) and Quotation Evaluation Committees (QEC); Compiling submissions for deviation requests and compile reports; Managing LOGIS transactions such as processing of requisitions, authorisation of procurement advice and authorise payments; Providing supervision and guidance to

ENQUIRIES
NOTE

- subordinates; Monitoring, controlling and evaluating performance of subordinates and performing any other duties as delegated by managers.
- : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo (012) 357 3398
 - : 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 must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance

DEPARTMENT OF DEFENCE

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



- CLOSING DATE** : 13 March 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules. NB: The posts were advertised on Public Service Vacancy Circular (PSVC) 05/26 with references Ref No: DCMPSAPWC/02/05/26/01, Ref No: DCMPSAPWC/02/05/26/02 & Ref No: DCMPSAPWC/02/05/26/03 with a closing date of 27 February 2026. These posts are being re-advertised under Ref No: DCMWC/04/07/26/01, Ref No: DCMWC/04/07/26/02 and Ref No: DCMWC/04/07/26/03. Applicants who previously applied for these posts are encouraged to re-apply..

OTHER POSTS

- POST 07/09** : **PERSONNEL OFFICIAL: SUPERVISOR: REF NO: DCMWC/04/07/26/01**
Directorate Human Resource Career Management (PSAP)
Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum (Level 7)
- CENTRE** : Western Cape Office, Simons' Town.
- REQUIREMENTS** : A minimum of grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years relevant experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system will be an added advantage. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Policies and processes. Good communication skills (Verbal and Written), ability to work under pressure, and client orientated. Interpersonal relationship and, problem solving skills, Maintain self-discipline and be able to interpret policy directives.

- DUTIES** : Assisting with presenting of personnel practices interventions. Providing an advisory and consultancy service to Western Cape clients. Providing a salary and personnel practice support service to Western Cape clients. Providing of support relating to PSAP staffing. Supervising of personnel. Researching, creating and implementing personnel. Practices interventions performance management environment.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel No: 021 787 4188
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to tammi.williams@dod.mil.za
- POST 07/10** : **PERSONNEL OFFICIAL: PRODUCTION: REF NO: DCMWC/04/07/26/02**
: Directorate Human Resource Career Management (PSAP)
: Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 5)
: Western Cape Office, Simons' Town.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Experience in Human Resources will be an added advantage. Special requirements (Skills needed): Good communication skills (Verbal and written), Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word). Knowledge of Persol/Persal system. Knowledge of Human Resource Prescripts.
- DUTIES** : Administration of personnel utilisation and performance intervention. Providing an advisory and consultancy service to Western Cape clients. Assist in providing salary and performance management audit support service to Western Cape clients/personnel. Providing an administrative support related to PSAP staffing.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel No: 021 787 4188
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to tammi.williams@dod.mil.za
- POST 07/11** : **ADMINISTRATION CLERK: PRODUCTION: REF NO: DCMWC/04/07/26/03**
: Directorate Human Resource Career Management (PSAP)
: Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R228 321 – R 268 950 per annum (Level 5)
: Western Cape Office, Simons' Town.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Experience in Human Resources will be an added advantage. Special requirements (Skills needed): Good communication skills (Verbal and written), Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word) Knowledge of PERSOL/PERSAL system. Knowledge of Human Resource Prescripts.
- DUTIES** : Providing a reception service to Directorate Human Resource Career Management (PSAP) Western Cape office. Providing an administrative support service for office equipment, stationery and stores supplies. Providing an administrative leave support. Providing an administrative building support. Maintaining military vehicle. Arrange all duty away from home unit.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel: 021 787 4188
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to tammi.williams@dod.mil.za

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.

- CLOSING DATE** : 13 March 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : 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 www.gov.za/documents. 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)
- ERRATUM:** Kindly be advised that the number of posts to be filled by the advert Application Developer (Java) referenced as HR4/25/05/53HO is (X2 posts). The advert has been published on the Vacancy Circular 05 of 2026 on 13 February 2026, with a closing date of 27 February 2026. For inquiries, please contact Ms. LB Martin at Tel: (012) 309 4196

OTHER POSTS

- POST 07/12** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: HR4/4/3/2DDDA/UIF**
(Re-advertisement, applicant who applied before are encouraged to re-apply)
- SALARY** : R896 436 per annum (All-inclusive package)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three (3) year undergraduate qualification in Commerce / Logistic Management/ Supply Chain Management/ Purchasing Management/ Procurement and Supply Management at NQF Level 6 as recognised by SAQA. Five (5) years' experience of which two (2) years must be functional experience in Supply Chain Management and three (3) years' experience at junior managerial level. Registration with the Procurement and Supply professional body is recommended. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Contributions Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management Systems and Processes. Labour Relations Act. Basic Condition of Employment (BCEA). Skills: Financial Management. Analysis. Project Solving. Presentation. Planning and organizing. Communication (verbal and written). Computer Literacy. Minutes writing.
- DUTIES** : Manage the provision and administration of demand services. Manage acquisition services. Manage the provisioning of an effective stores and warehouse services. Manage resources.
- ENQUIRIES** : Ms MM Ramoshaba Tel: (012) 337 1412/1405.
APPLICATIONS : email: Jobs-UIF3@labour.gov.za
NOTE : Coloureds Males and Females, Indians Males and Females, White Females and Persons with disabilities are encouraged to apply
- POST 07/13** : **DEPUTY DIRECTOR: FLEET MANAGEMENT & AUXILIARY SERVICES REF NO HR4/4/4/02/01**
- SALARY** : R896 436 per annum (All-inclusive package)
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Qualification (NQF7) as recognised by SAQA in Public Management/Business Management/Public Administration/Fleet/Transport. Two (2) years functional experience in anti-fraud and corruption environment. Three (3) years' experience at an assistant director level in either fleet or transport management, auxiliary services or facilities management or property management experience. Knowledge: Government immovable Asset Management Act (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedures, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OHS), National Archive and Records Act (NAARA). Skills: Communication, Attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem Solving, Decision Making, Time Management, Managerial and supervision, Analysis.
- DUTIES** : Manage the provision of fleet management services within the Province. Monitor effective provisioning of proper and efficient auxiliary services within the Province. Manage and maintain the building lease and the State-owned portfolio. Manage all the resources of the Sub-Directorate.
- ENQUIRIES** : Ms K Ntshingane Tel: (011) 853 0312
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP9@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resource Management, Provincial Office: Gauteng
- POST 07/14** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NOL HR4/4/26/03/1GP**
- SALARY** : R468 459 per annum
CENTRE : Provincial Office: GP
REQUIREMENTS : Three-year tertiary National Diploma (NQF6)/ Undergraduate Bachelor/ Bcom Degree (NQF7) in Financial Management/ Supply Chain Management/

Purchasing/ Logistics/ Public Administration/ Bcom Finance/ Accounting/ Economics. Four (4) years' experience of which two (2) years at Supervisory level or as a Senior / Admin Officer/ Practitioner and two (2) years functional experience in the Supply Chain Management. Knowledge: Public Service Transformation and management issues, White paper on transformation of Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho pele principles, Labour Relations and Collective Bargaining systems and Minimum Information Security Standards. Legislative Requirements: Public Financial Management Act. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem-Solving and Decision-Making, Project Management, Team Leadership, Managing Interpersonal Conflict and Impact and influence.

DUTIES : Manage procurement support services in the Province. Monitor and review the assets in accordance with the relevant policy and procedures. Render contract administration support service and compliance. Render and administer monthly reporting Manage all resources of the section.

ENQUIRIES APPLICATIONS : Mr EM Takalo Tel No: (067 425 8000)
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: JOBS-GP-PO/2@labour.gov.za (Provincial Office)

POST 07/15 : **ASSISTANT DIRECTOR: HRO & ER REF NO: HR4/4/5/19**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Provincial Office: KwaZulu Natal
: Three (3) year relevant tertiary qualification in Human Resource Management. Valid Driver's licence. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and Financial management, Project management, Interpersonal, Communication (Verbal and written), Computer literacy, Analytical, Problem solving, Conflict management, People management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all resources of the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr TB Gumede, Tel: (031) 366 2355
: Deputy Director: Human Resource Management, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN9@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 07/16 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/7/58**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Provincial Office: Mpumalanga
: A relevant three (3) years' tertiary qualification in Business/Public Administration/Public Management/Financial Management/Facilities Management/Property Management and Real Estate Management. A valid driver's license. Two (2) years Supervisory experience and two (2) years functional experience in administration environment. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication, Interpersonal relations, Decision-making, Problem solving, Presentation, Conflict management, Computer Literacy

DUTIES : Manage the office accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province.

Manage and monitor effective records management services in the Province.
Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Ms NE Mashibini Tel 013 655 8700
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035
Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. Email:
JobsMPU-OS01@Labour.gov.za

POST 07/16 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATION REF NO:
HR4/4/7/60**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Secunda
REQUIREMENTS : Undergraduate qualification (NQF level 6) as recognised by SAQA in Public
Management/ Public Administration/ Social Sciences/ OHS/ Finance/ HRM
Knowledge: Relevant regulations, laws and legislation, Tariffs Administration,
Index Administration, Claims Administration, Claims Registration, Claims
Investigations, Claims Management and Legal Cost assessment and settlement,
Claims Litigation, Claims Finalization, Compensation Fund objectives and
business functions, Compensation Fund Value Chain and business processes,
Relevant Fund policies, procedures and processes, Customer Service (Batho
Pele Principles), Risk Awareness, COID Tariffs, Constitution Act, Public Service
Act and Occupational Health and Safety Act (OHS) Skills: Accountability,
Analytical Thinking, Attention to detail, Brand and Customer Orientated Service
Delivery, Business and Financial Acumen, Communication, Emotional
Intelligence, Ethics and Governance and Team Orientation.

DUTIES : Verify pension claims. Initiate pension claims for payment. Process
computations applications and attend to pension enquiries.

ENQUIRIES : Mr S Ndimande Tel: (017) 631 2585/2652/2672
APPLICATIONS : Acting Deputy Director Labour Centre Operations: Private Bag X9057 Secunda
2302, 4 Waterson Street, Sunset park, Secunda email: Jobs-SCU-
SAO@LABOUR.gov.za

POST 07/18 : **STATUTORY SERVICE OFFICER REF NO: HR4/4/7/62**

SALARY : R397 116 per annum
CENTRE : Provincial Office Mpumalanga
REQUIREMENTS : BPROC/LLB/BCOM LAW. A valid driver's licence. One (1) year experience in the
legal/ compliance environment. Knowledge: Public service transformation and
management issues, Public service Act, Treasury regulations Departmental
policies and procedures, Corporate governance, Skills Development Act, Public
Service Regulations, SDLA. Skills: Facilitation, Planning and Organising,
Computer literacy, Interpersonal, Problem solving, Interviewing. skills,
Presentation, Innovative, Analytical, Verbal and written communication. A valid
driver's license.

DUTIES : To plan and independently administer work referred to Statutory Services for
enforcement of noncompliance under employment law. Assist the ASD: SS in the
enforcement processes for IES. Assist in the strategy for Statutory Services.
Assist in facilitating the implementation of capacity development programmes for
the inspectors in the provinces. Compile stats for the unit.

ENQUIRIES : Mr TJ Mpulwane Tel: 013 655 8700
APPLICATIONS : Deputy Director COIDA: Private Bag X 7263, Emalahleni, 1035 Or hand delivery
to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-
STAT@LABOUR.gov.za

POST 07/19 : **CHIEF PERSONNEL OFFICER: HRO REF NO: HR4/4/5/20**

SALARY : R397 116 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three (3) years relevant tertiary qualification in Human Resources Management.
One (1) to two (2) years Supervisory experience doing the Human Resources
Management Services. Knowledge: All labour legislations, Departmental Policies
and Procedures, HR related systems, Public Service Act, Batho Pele, Public
service regulations. Skills: Communication, Presentation, Conflict management,
Analytical, Report writing, Computer literacy, Planning and organising,
Supervisory, Time Management.

DUTIES : Monitor the Recruitment and Selection process. Facilitate the processing and
approve service benefits. Provide and monitor termination of service at the

Province. Monitor establishment and the implementation of HR policies, Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Mr TB Gumede, Tel: (031) 366 2355

: Deputy Director: Human Resource Management, Provincial Office, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 07/20 : **LEGAL ADMINISTRATION OFFICER (MR4-MR5) REF NO: HR4/4/3/2LAOMR4-5/UIF (X8 POSTS)**
(1 Year Contract)

SALARY : R388 392 - R1 111 323 per annum (MR4-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination (OSD)

CENTRE REQUIREMENTS : Unemployment Insurance Fund, Pretoria

: Grade 12 and an LLB Degree (MR4 – LLB Degree plus minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus minimum of 14 years post qualification experience in legal profession. Admission as an Attorney or Advocate is recommended. Knowledge: Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant Stakeholders. Batho Pele Principles. Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of Evidence. The Constitution of the Republic of South Africa. Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Amendment Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Time Management. Report Writing. Planning and Organizing. Liaison. Diplomacy. Policy Development. Reporting writing. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.

DUTIES : Facilitate professional Legal advice and support to the Fund. Coordinate handling of Litigation for and on behalf of the Fund. Facilitate drafting of legal documents (legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents etc.) for the Fund. Process the sections for Benefit Applications under supervision of the Senior Legal Admin Officer. Facilitate oversight of the Litigation Management. Manage resources (Human, Financial, Equipment / Assets) in the Sub-directorate.

ENQUIRIES APPLICATIONS : Adv. LD Mkhonto Tel: (012) 337 1411/1775.

: email: Jobs-UIF8@labour.gov.za

POST 07/21 : **PRINCIPAL PERSONNEL OFFICER: HRO REF NO: HR4/4/5/17**

SALARY : R325 101 per annum

CENTRE : Provincial Office: Kwazulu-Natal

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management. One (1) to two (2) years functional experience doing the human resource management service. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public service Regulations Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer Literacy, Planning and Organizing, Supervisory, Time Management.

DUTIES : Render the recruitment and selection process. Process and approve service benefits eg. Leave, housing allowances, acting allowances, etc, Provide and monitor termination of service at the province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Mr TB Gumede Tel: (031) 366 2355

: Deputy Director: HRM, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 07/22 : **INSPECTOR REF NO: HR 4/4/8/963**

SALARY : R325 101 per annum

CENTRE : Labour Centre: Kroonstad

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence, One (1) year functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures. Skills

Development Act, Labour Relations Act. Basic Conditions of Employment Act. Skills Development Levies Act, Occupational Health and Safety Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and organising (mainly for own), Computer literacy, Interpersonal Skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr. S Malope, Tel: (056) 215 1812

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs8@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 07/23 : **MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE, GRADE 1-3)-
REF NO: HR 4/4/7/61**

SALARY : Grade 1: R324 384– R382 107 per annum (OSD)
Grade 2: R396 132 – R466 623 per annum (OSD)
Grade 3: R476 367 – R610 662 per annum (OSD)

CENTRE : Provincial Office Mpumalanga

REQUIREMENTS : A 4 years' degree / 3 years' diploma in Nursing. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupational Health knowledge, Regulatory Knowledge and Implementation, DeL and Compensation Fund objectives and business functions, Nursing legislation and related legal as well ethical nursing practices, Compensation fund policies, procedures and processes, Stakeholder and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public service Act National Health Act and Health Act Skills: Post claims management and settlement, Claims handling, Claims verification and validation, Claims settlement management, Medical policy management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical systems (IT System Control Designs), Clinical risk mitigation, Clinical Coding, Quality Assurance and Improvement and Research and Benchmarking.

DUTIES : Coordinate early rehabilitation interventions according to beneficiaries needs, provide early rehabilitation intervention according to beneficiaries' needs, facilitate early to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders.

ENQUIRIES : Mr TJ Mpulwane Tel: 013 655 8700

APPLICATIONS : Deputy Director COIDA: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-NURSE@LABOUR.gov.za

POST 07/24 : **INSPECTOR REF NO: HR 4/4/8/964**

SALARY : R269 499 per annum

CENTRE : Labour Centre: Zastron

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence. Knowledge: Departmental policies and procedures. Skills

- Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES APPLICATIONS** : Mr C van Niekerk, Tel: (051) 673 1471
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs8@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 07/25** : **CLIENT SERVICE OFFICER: COID SERVICES REF NO: HR4/4/5/6**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
: Ladysmith Labour Centre
: Grade 12; no experience required. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.
- DUTIES** : Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service-related queries and complaints.
- ENQUIRIES APPLICATIONS** : Ms L Radebe Tel: (036) 638 1900
: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
- POST 07/26** : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/5**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
: Ladysmith Labour Centre
: Grade 12/Matric/National Senior Certificate. no experience required. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
- DUTIES** : Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES APPLICATIONS** : Ms L Radebe Tel No: (036) 638 1900
: Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
- POST 07/27** : **CLIENT SERVICE OFFICER: PAYMASTER (X49 POSTS)**
- SALARY CENTRE** : R269 499 per annum
: Labour Centre: Butterworth but stationed at Centane Satellite Office-Ref: HR4/4/5/01 (X1 Post)
: Labour Centre: Butterworth but stationed at Idutywa Satellite Office –Ref: HR4/4/5/02 (X1 Post)
: Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office –Ref: HR4/4/5/03 (X1 Post)
: Labour Centre: Butterworth but stationed at Tsomo Satellite Office –Ref: HR4/4/5/04 (X1 Post)

Labour Centre: Butterworth but stationed at Willowavale Satellite Office –Ref: HR4/4/ 5/05 (X1 Post)

Cradock Labour Centre-Ref No: HR4/4/5/06 (X1 Post)

Labour Centre: Cradock but stationed at Somerset East Satellite Office –Ref: HR4/4/5/07 (X1 Post)

Labour Centre: East London but stationed at EL IDZ Satellite Office –Ref: HR4/4/5/08 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office –Ref: HR4/4/5/09 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office –Ref: HR4/4/5/10 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office –Ref: HR4/4/5/11 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office –Ref: HR4/4/5/12 (X1 Post)

Graaf-Reinet Labour Centre-Ref No: HR 4/4/5/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office –Ref: HR4/4/5/15 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office –Ref: HR4/4/5/16 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office –Ref: HR4/4/5/17 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office –Ref: HR4/4/5/18 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office –Ref: HR4/4/5/19 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office –Ref: HR4/4/5/20 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office –Ref: HR4/4/5/21 (X1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR4/4/5/22 (X1 Post)

Labour Centre: Kariega but stationed at Humansdop Satellite Office –Ref: HR4/4/5/23 (X1 Post)

Komani Labour Centre-Ref No: HR 4/4/5/24 (X1 Post)

Labour Centre: Komani but stationed at Cala Satellite Office –Ref: HR/4/4/5/25 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office –Ref: HR/4/4/5/26 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office –Ref: HR/4/4/5/27 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office –Ref: HR/4/4/5/28 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office –Ref: HR/4/4/5/29 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office –Ref: HR/4/4/5/30 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office –Ref: HR/4/4/5/31 (X1 Post)

Makhanda Labour Centre-Ref No: HR 4/4/5/32 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office –Ref: HR/4/4/5/33 (X1 Post)

Maletswai Labour Centre-Ref No: HR 4/4/5/34 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office –Ref: HR/4/4/5/35 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office –Ref: HR/4/4/5/36 (X1 Post)

Mdantsane Labour Centre-Ref No: HR4/4/5/37 (X1 Posts)

Labour Centre: Mdantsane but stationed at High Way Satellite Office –Ref: HR/4/4/5/38 (X1 Post)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office –Ref: HR/4/4/5/39 (X1 Post)

Mthatha Labour Centre-Ref No: HR4/4/5/60 (X1 Posts)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office –Ref: HR/4/4/5/40 (X2 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office –Ref: HR/4/4/5/41 (X1 Post)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office –Ref: HR/4/4/5/42 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office –Ref: HR/4/4/5/43 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office –Ref: HR/4/4/5/44 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office –Ref: HR/4/4/5/45 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office –Ref: HR/4/4/5/46 (X1 Post)
 Labour Centre: Qonce but stationed at Sutterheim Satellite Office –Ref: HR/4/4/5/47 (X1 Post)
 Labour Centre: Qonce but stationed at Peddie Satellite Office –Ref: HR/4/4/5/48 (X1 Post)

REQUIREMENTS

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF’s Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and on job training (operational systems).

DUTIES

: Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel: 047 491 0656
 Ms L Nongena Tel: 039 254 7201
 Mr T Mgudane Tel: 046 645 7700
 Ms N Mkonto Tel: 048 881 3010
 Mr S Mshumpela Tel: 049 892 2142
 Mr M Njamela Tel: 043 702 7500
 Ms W Koba Tel: 041 995 7047
 Mr L Mduduma Tel: 043 761 3151
 Ms S Zaula Tel: 047 501 5600
 Mr S Thambo Tel: 045 807 5477
 Ms N Ntlokwana Tel: 046 622 2104
 Ms N Mtwana Tel: 039 253 1996
 Ms N Mvanyashe Tel: 045 932 1077
 Mr R Mbali Tel: 051 633 2633
 Mr Mbande Tel: 043 718 8380

APPLICATIONS

: Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X 530 eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X 530 Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za
 Deputy Director: Labour Centre Operations IG Building Ensuc House NR Hill and Church Streets East London 5201. Hand deliver at IGI Building Ensuc house Corner Oxford and Hill Street Email: Jobs-ECELN@labour.gov.za
 Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Hand deliver at 15A Chase Street Email: Jobs-ECUHG@labour.gov.za
 Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane 5219. Hand deliver at no 1 Mzaule Street Mdantsane High Way Email: Jobs-ECMDS@labour.gov.za
 Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Hand deliver at ERF 106 Chatham Street Email: Jobs-ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

Deputy Director: Labour Centre Operations

FOR ATTENTION :

POST 07/28 : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/8/966**

SALARY CENTRE REQUIREMENTS :

R228 321 per annum

Provincial Office: Free State

Matriculation/ Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management. LOGIS System. Preferential Procurement Policy Framework Act. Departmental policies and procedures. Skills: Client orientation and customer focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.

DUTIES :

Provide contract and tender management support to be in line with developed relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.

ENQUIRIES APPLICATIONS :

Ms N Tokwe Tel: (051) 505 6204

Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za

FOR ATTENTION :

Sub-directorate: Human Resources Operations, Free State

POST 07/29 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE REQUIREMENTS :

R228 321 per annum

Labour Centre: Newcastle –Ref No: HR4/4/5/7(X1 Post)

Labour Centre: Dundee – Ref No: HR4/4/5/8(X1 Post)

Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.

DUTIES :

To provide technical advice on operational matters and render administrative support in the Labour Centre. 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. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a LABOUR Centre Daily.

ENQUIRIES APPLICATIONS :

Mr S Pillay Tel: (034) 312 3334

Ms T Khumalo, Tel: (034) 212 2421

Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Application: Jobs-KZN20@labour.gov.za

Deputy Director: Dundee Labour Centre, PO Box 445, Dundee Or hand deliver at 63 Victoria Street, Dundee. For Online Application: Jobs-KZN4@labour.gov.za

Sub-directorate: Human Resources Operations, KwaZulu-Natal

FOR ATTENTION :

POST 07/30 : **RECEPTIONIST-SWITCHBOARD OPERATOR REF NO: HR 4/4/3/1RSO/UIF**

SALARY :

R193 359 per annum

- CENTRE REQUIREMENTS** : Unemployment Insurance Fund, Pretoria
: Grade 12, No experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protection of Personal Information Act (POPIA). Skills: Negotiation. Analytical. Accuracy.
- DUTIES** : Attend to all incoming and outgoing telephone calls. Provide receptionist services. Liaise with internal and external personnel. Render administration duties.
- ENQUIRIES** : Mr CB Radebe Tel: (012) 337 1709
APPLICATIONS : email: Jobs-UIF10@labour.gov.za
NOTE : Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply

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:** 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, Northern Cape, Eastern Cape, and Limpopo: 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 March 2026, 16:00. No late application will be accepted
- 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 all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, 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. Persons appointed 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. 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.
- ERRATUM: Senior Legal Administration Officer (Mr6):** Mining Appeals – Kindly note that Senior Legal Administration Officer (MR6): Mining Appeals, Reference number: RCSM/CT01/2026 advertised in the Public Service Vacancy

Circular 05 of 2026 issued on 13 February 2026 with the closing date of 02 March 2026 is withdrawn due to publication with a wrong location

Assistant Director: Non-Special Information Specialist – Kindly note that the post of Assistant Director: Non-Spatial Information Specialist with reference number: FOM06/2026 advertised in the Public Service Vacancy Circular 06 of 2026 with the closing date of 06 March 2026 has been withdrawn.

Assistant Director: Collective Bargaining And Employee Relations – Kindly note the post of Assistant Director: Collective Bargaining and Employee Relations, Reference number: CMS12/2026 advertised in the Public Service Vacancy Circular 05 of 2026 issued on 13 February 2026 with the closing date of 02 March 2026 has been withdrawn.

OTHER POSTS

POST 07/31 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE (REF NO: CCQA05/2026)**

SALARY : R612 480 per annum (OSD)

CENTRE : Pretoria

REQUIREMENTS : A four-year Degree (NQF8) in Natural or Environmental Sciences or relevant qualification plus six years post qualification experience in the relevant field. 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. Knowledge PFMA, MRV Framework, UNFCCC and ETF under the Paris Agreement. Understanding of Climate Change Policies and Programmes as well as international reporting obligations and requirements. Knowledge of international reporting on climate change. Planning and organizing skills, communication skills (written and spoken); programme and project Management, listening skills, writing skills, Decision-making skills, report writing skills and computer Literacy. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyze 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.

DUTIES : Facilitate South Africa's international obligations and reporting under the UNFCCC and Paris agreement. Facilitate the capacity building Initiative on transparency projects implementation and closure. Provide technical expertise for advancing South Africa's position on the enhanced transparency framework and monitoring reporting and verification under the UNFCCC and Paris agreement. Monitor resourcing and expenditure of all funding for the Sub-Directorate Projects

ENQUIRIES : Ms. S Motshwanedi Tel: (012) 399 9155

APPLICATIONS : CCAQ05-2026@dffe.gov.za

POST 07/32 : **ASSISTANT DIRECTOR: HOUSEHOLDS LIVELIHOODS (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT) (REF: FOM27/2026)**

SALARY : R582 444 annum per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Forestry or Natural Sciences or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. 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. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA), National veld and Forest Fire Act (NVFFA) including other relevant Environmental Legislations such as NEMA, NEMBA. Knowledge of government's pro-poor policies and strategies Development and support of SMMEs. Knowledge of the legislation and policies related to Intergovernmental Relations. Knowledge of government administrative procedures (Public Service Act, Public Service Regulations, Labour Relations Act, PFMA and Treasury Regulations). Knowledge

of Forestry and Environmental Management Sector. Project and programme management. Enumeration for collection of data. Ability to work under pressure. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Communication skills (written and verbal). Ability to work individual and in team. A Valid Driving License and must be willing to travel.

DUTIES

: Coordinate the National Arbor Month Campaign and draft the Arbor month campaign concept note and collaborate with key role players to maximise impact to leverage on resources for the campaign and organise and participate in planning meetings and develop national schedule of events and Input to the design work for promotional material and Compile Arbor month information pamphlet and trees of the year. Coordinate the National Arbor City Award Competition and consult with stakeholders for inputs on Annual Arbor Campaign Action Plan and Review the Arbor City Award judging criteria and develop and ensure placement and advert for Arbor City Awards in various media platforms and receive and register the municipal entries for the Arbor City Awards and manage the adjudication process for Arbor City Awards. Coordinate the International Day of Forests (IDF) and draft the IDF concept note and collaborate with key role players to maximise impact and to leverage on resources for the campaign and organise and participate in planning meetings and provide input to the design work for promotional material and implement the action plan. Coordinate implementation of the National Greening Programme and Support regions with implementation of the National greening programme and coordinate partnerships with Municipalities, Nongovernment Organisations, Community Based Organisations and the Corporate Sector in implementing greening initiatives and develop pro forma greening plan and support municipalities develop and implement greening plans and procurement of trees and allocation to regions and coordinate the greening forum and collate tree planting statistics to report departmental and broader stakeholders initiatives and report on advocacy work done on ten million trees. Facilitate Livelihoods and household level interventions and consult internal and external stakeholders and support the implementation of livelihoods frameworks and identify new areas that require studies/ research and draft TORs for new study projects and review checklists and guidelines where necessary and monitoring and evaluation of projects, outcomes and reporting.

ENQUIRIES

: Mr M. Modise Cell No: 066 487 6949

APPLICATIONS

: FOM27-2026@dffe.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
Gauteng Province (Central Johannesburg TVET College)**

OTHER POSTS

<u>POST 07/33</u>	:	<u>EXAM OFFICER: (4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) plus benefits as provided in the public service Alexandra Ref No: CJC/ALE/007/2026 (1post) Langlaagte Ref No: CJC/LAN/008/2026 (1post) Parktown Ref No: CJC/ PT/009/ 2026, (1post) Smit Street Ref No: CJC/ SMT/010/ 026 (1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10. Recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification). 1-2 years' experience in administering examination services / teaching and learning environment / related field. Competencies and attributes: Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Ensure compliant examination venues. Order and administer examination stationery and answer books. Administer receipt and distribution or submission of examination materials to marking centres and DHET. Manage and administer examination permits. Facilitate examination and Irregularity Committee for the Campus and serve as a Secretariat. Process application and issuing of certificate services. Provide administration support for the examination unit. Supervise staff. Issue results and certification. Organise and construct the filing system as required. Assist lecturers with ITS. Ensure accuracy of information capture test and year marks as well as attendance of learners. Record, organise, store and retrieve related information and documents. Perform any other duty related to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
<u>NOTE</u>	:	All applications are to be submitted via online application link to https://cjc83.ngnscan.co.za/apply . Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	13 March 2026 at 23:59
<u>POST 07/34</u>	:	<u>CAMPUS ADMINISTRATOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) plus benefits as applicable to the public sector Alexandra Campus Ref No: CJC/ CAD/011/ 2026

<u>REQUIREMENTS</u>	: Langlaagte Campus Ref No: CJC/CAD/012/2026 National Senior Certificate/ Grade 12/ Standard 10 or NQF Level 4. National Diploma (NQF 6) in Office Management and Technology/ Public Management/ Business Management or relevant qualification. 3 years relevant experience in administrative environment. Computer literacy (MS Word, MS Excel and MS Power Point). Valid Driver's license. Knowledge of Office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of TVET administration. Understanding of the Higher Education sector. Understanding of corporate governance. Employment Equity Act, Public Service Regulations and Public Service Act. Labour Relations Act. Understanding cost centre budgetary, expenditure and cash flow management. Skills: reporting writing, communication and interpersonal. Client oriented. People management. Problem solving. Team leadership.
<u>DUTIES</u>	: Render administrative support services to the Campus. Draw up a campus enrolment plan for all college programs. Gather departmental information and compile report(s) for Campus management. Prepare reports, presentations and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide secretarial support services to campus management. Coordinate leave forms and submit to central office. Coordinate PMDS and IQMS and submit to central office. Follow up and resolve all Human Resource administration queries and issues emanating from campus staff. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Coordinate and submit invoices to central office for processing. Maintain proper filing system. Assist in registration of students. Store student portfolios of evidence and student records. Ensure proper administration of inventory. Scan documents of students. Capture and reconcile information for students.
<u>ENQUIRIES</u>	: Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
<u>APPLICATIONS</u>	: All applications are to be submitted via online application link to https://cjc83.ngnscan.co.za/apply .
<u>NOTE</u>	: Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	: 13 March 2026 at 23:59
<u>POST 07/35</u>	: <u>DRIVERS: (4 POSTS)</u>
<u>SALARY CENTRE</u>	: R193 359 per annum (Level 02) plus benefits as applicable I the public sector Alexandra Ref No: CJC/ALE/013/2026 Smit Ref No: CJC/SMT/014/2026 Riverlea Ref No: CJC/RIV/015/2026 Parktown Ref No: CJC/PKT/016/2026
<u>REQUIREMENTS</u>	: Grade 10 / Std 8 qualification. A valid code 08 drivers licence. 7-12 months relevant experience. Knowledge: Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle. Knowledge of storage requirement. Knowledge of messenger

services. Knowledge of routing office support i.e. registry. Knowledge of secondary function of making copies. Knowledge of procedure to operate the motor. Knowledge of procedure to obtain trip authorization. Knowledge of completion of log book of the motor vehicle. Knowledge of writing of fuel consumables. Knowledge of writing of kilometres services. Skills: Driving, reading, writing, fixing/ changing flat tyres and cleaning of vehicles.

DUTIES : 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 log books with regard to the vehicle and the goods that you handle. Render a clerical support to the relevant office. Provide a messenger service in the relevant office. This would, inter alia, entail assisting in the registry; assist with photocopying and faxing document as well as collecting and delivering documentation and related items in the college.

ENQUIRIES : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000

APPLICATIONS : All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

NOTE : Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 13 March 2026 at 23:59

POST 07/36 : **CLEANER SUPERVISOR: (2 POSTS)**

SALARY : R193 359 per annum (Level 04) plus benefits as applicable to the public sector

CENTRE : Riverlea Campus Ref No: CJC/CS/017/2026

: Smit Street Campus Ref No: CJC/CS/018/2026

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10. 1-2 years Supervisor experience in cleaning service environment. Must have good interpersonal attributes. That is to say, the supervisor must be someone that gets along easily with people (easily approachable). Must be outstanding when it comes to organization and coordination of humans and their activities. Must display a high level of integrity due to the fact that he/she may be in a position to take care of people's personal belongings. Excellent decision-making. Must have ability and willingness to work as part of a team, most importantly, lead a team. Recruitment process for this role may include a pre-employment assessment test to screen applicants. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts. Policies and procedures. Knowledge of hygiene, requirement of storage and equipment.

DUTIES : Oversee the work activities of cleaners. Establish cleaning schedules / rosters and also assigns cleaners to different duties. Provide and allocate cleaning resources. Manage and ensure the maintenance of cleaning material and equipment. Make requisitions and issue cleaning materials. Compile and submit reports. Recommend and carry out changes in cleaning procedures. Ensure the general cleanliness of Campus facilities. Conduct meetings with cleaning Staff.

ENQUIRIES : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000

APPLICATIONS : All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

- NOTE** : Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 13 March 2026 at 23:59
- POST 07/37** : **DATA CAPTURER: REF NO: CJC/ DAT/019/ 2026**
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum (Level 04) plus benefits as applicable to the public sector
: Riverlea Campus
: Grade twelve (12) or NQF Level 4 qualification, Computer literacy. Knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies; good communication skills (written and verbal) good interpersonal relations, customer service. Problem solving skills. Customer service and attention to detail. All shortlisted candidate shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Provide administration support services. Capture and update data from available records into the required formats e.g. databases, table and spreadsheet. Validate and review data (for quality purposes) to ensure correctness, completeness and consistency. Compile spreadsheets, update routine statistics information/ reports and registers. Receive register and track records or documents submitted for further processing. Capture routine transactions on computer such as the transfer of information from manual records to electronic records. Continuous updating of information on computer for reporting purposes and retrieving information required. Make regular backups of data. Ensure records and files are properly sorted and secured. Provide information to the component.
- ENQUIRIES APPLICATIONS** : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
: All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.
- NOTE** : Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you

are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

: 13 March 2026 at 23:59

POST 07/38

HANDYMAN: (2 POSTS)

SALARY CENTRE

: R163 680 per annum (Level 03) plus benefits as applicable to the public sector
: Ellis Park Campus Ref No: CJC/ HDM/021/ 2026 Ellis
: Alexandra Campus: Ref CJC/ HDM/020/ 2026

REQUIREMENTS

: National Senior Certificate/ Grade 12/ Standard 10 and qualification in plumbing, electrical or carpentry certificate. A recognised Trade test certificate will be advantageous. 0-6 months experience in similar working environment. Skills and competencies; occupational health and safety Act, knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts. Knowledge of infrastructure policies. Knowledge of building maintenance. Knowledge building laws; safe keeping of tools, storage and equipment. Computer literacy and basic software (outlook, Excel and word). Communication skills, team participation, reliability innovative. All shortlisted candidates shall undertake a pre entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Execute minor general building and maintenance equipment, attend to minor plumbing, electrical capacity and handyman. Conduct routine weekly and monthly inspections of the building. Report unauthorized movement of equipment. Report deliberate damage to property and assets. Perform minor maintenance i.e. unblock drains, urinary and toilets. Replace taps. Conduct inspection to determine defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hoc activities in relation to functions attached to this post. Repair furniture and paint buildings as per request. Ensure tools are cleaned and restored in a safe environment.

ENQUIRIES APPLICATIONS

: Mr MB Khakhu at khakhu@cjc.edu.za Tel: (011) 351 6000

: All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

NOTE

: Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

: 13 March 2026 at 23:59

POST 07/39

CLEANERS: REF: CJC/CLE/022/2024 (6 POSTS)

SALARY CENTRE REQUIREMENTS

: R138 486 per annum (Level 02) plus benefits as applicable to the public sector
: Central Office

: ABET / Standard 8/ Grade 10/. Basic literacy and numeracy skills. Experience in cleaning environment will be advantageous. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to rotate in different

- departments and sites according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of Occupational Health and Safety Act. Appropriate knowledge with the use of cleaning equipment and cleaning material. Knowledge of repetitive cleaning tasks. Knowledge of relevant facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene, Storage requirement, Good communication skills (read, speak and write). Ability to operate relevant machinery and equipment. Adhere to loyal service ethics.
- DUTIES** : Render support services to the supervisor. Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to departments. Effective Waste Management. Provision of cleaning services: Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and floors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Freshen the office areas. Clean general kitchens by Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines. Cleaning of machines (microwares, Vacuum Cleaners) and equipment after use. Request cleaning materials.
- ENQUIRIES** : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
- APPLICATIONS** : All applications are to be submitted via online application link to <https://cjc283.ngnscan.co.za/apply>.
- NOTE** : Scanned Applications must consist of: - (a) a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 13 March 2026 at 23:59
- POST 07/40** : **GROUNDSMAN: REF: CJC/ GA/023/ 2026 (6 POSTS)**
- SALARY** : R138 486 per annum (Level 02) plus benefits as applicable to the public sector
- CENTRE** : Central Office
- REQUIREMENTS** : ABET / Standard 8/ Grade 10/. Basic literacy and numeracy skills. Experience in gardening and cleaning environment will be advantageous. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to rotate in different departments and sites according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of Occupational Health and Safety Act. Appropriate knowledge with the use of cleaning equipment and cleaning material. Knowledge of repetitive cleaning tasks. Knowledge of relevant facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene, equipment storage requirement, Good communication skills (read, speak and write). Ability to operate relevant machinery and equipment.
- DUTIES** : Perform routine activities in respect of buildings and grounds to include but are not limited to: irrigation & watering of plants/ lawn, weeding, pruning and trimming

of plants, cutting, seeding and transplanting of plants, mowing of lawns, disposing of organic waste, dig up compost, spraying; Perform general routine activities in respect of infrastructure such as maintaining road marking, painted surfaces, canals, buildings; cleaning signs and light fittings, sweeping, mixing and laying cement for walkways, driveways, unblocking of drains, empty and clean waste collection bins, cleaning and maintenance of offices, classrooms, workshops, roads, pavements and greenhouses; perform general activities: care for equipment e.g. cleaning, oiling and sharpening, loading / offloading furniture, Repair minor defects to furniture, equipment and gardening tools. Detect and report malfunctioning of gardening equipment and tools.

ENQUIRIES
APPLICATIONS

: Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
: All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

NOTE

: Scanned Applications must consist of: - (a) a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

: 13 March 2026 at 23:59

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X941 Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment11@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail
- FOR ATTENTION** : Ms P Mereko (Tel: 012 399 0189)
- CLOSING DATE** : 13 March 2026
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). 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. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the post.

OTHER POST

- POST 07/41** : **SENIOR LABOUR RELATIONS REF NO: Q9/2026/24**
- SALARY** : R397 116.per annum (Level 8)
- CENTRE** : Pretoria (National Office)
- REQUIREMENTS** : A relevant National Diploma on NQF Level 6 as recognized by SAQA in Human Resource Management or Labour Relations. Driver's license. Three (3) to five (5) years' experience in the Labour relations environment. Knowledge

requirements: Knowledge of Labour Relation Act, Employment Equity Act and Basic Conditions of Employment Act, Disciplinary Code and Procedure and Public Service Regulations. Knowledge of Labour Relations as well Negotiations and Collective Bargaining in the Public Service Collective Bargaining issues. Conversant with Public Service Collective Bargain issues. Good knowledge of government processes and relevant legislation pertaining to Labour Relations. Knowledge of the Labour Relations Act, IPID Act, Public Service Act. Case Law. Technical Competencies: Competent in interviewing, report writing as well as verbal and written communication. Willingness to be on standby and perform overtime duties. Competent and fit to handle a firearm or willing to undergo such a test. Negotiation skills. Planning skills. Creativity.

DUTIES

: Key performance areas: Labour Relations Case Management. Handle grievances and misconduct cases. Represent the department in dispute resolution forums (e.g., CCMA, GPSSBC, PSCBC). Ensure labour peace and discipline in the department. Advise employees and management on labour relations-related matters. Labour Relations Policy Development and Implementation. Assist in the development, review, and implementation of labour relations policies and procedures. Provide guidance on compliance with labour legislation, collective agreements, and departmental policies. Training and Capacity Building. Provide labour relations training to employees, supervisors, and managers. Conduct awareness sessions on grievance procedures, disciplinary processes, and labour legislation. Collective Bargaining and Stakeholder Engagement. Coordinate Departmental Bargaining Chamber (DBC) meetings, including logistics, agenda preparation and minute-taking where applicable. Facilitate communication and consultation between labour and management structures. Promote constructive labour-management relations to support organisational stability. Administration, Reporting, and Record Management. Provide administrative support to the Labour Relations component. Maintain case management records, reports, and databases. Compile monthly, quarterly, and annual labour relations reports.

ENQUIRIES

: Dr D Ntemba (Tel: 012 399 0041)

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.

CLOSING DATE : 16 March 2026

NOTE : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWU> or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 07/42 : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 2026/10/MP**

SALARY : R896 436 – R1 055 958 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Ehlanzeni District, Mpumalanga

REQUIREMENTS : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity management; Conflict management; Computer literacy.

DUTIES : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. DS Nkosi Tel No: 083 299 4906
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Center, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/43** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 16/2026/WC**
 : (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R896 436 - R1 055 958 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Western Cape
 : An NQF level 7 in Financial Management/ Financial Accounting/ Business Management/ Auditing/ Cost Accounting/ Logistics Management, Supply Chain Management as recognised by SAQA; Minimum of 3 years' experience in Supply Management environment at Management (Assistant Director level). Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Citizen focus and responsiveness; Developing others; Diversity Management; Planning and organizing; Programme and Project Management; Change and knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services; Manage the acquisition or procurement of goods and services; Management of logistics regarding stores and vendor performance; Manage assets and the disposal of assets.
- ENQUIRIES APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471
 : Please direct your applications to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, CAPE TOWN OR <https://forms.office.com/r/X2XaVPasWu>
- FOR ATTENTION** : Ms P Paraffin
- POST 07/44** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO:08/2026/SA/WC (5 POSTS)**
- SALARY** : R630 630 – R1 450 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The State Attorney, Cape Town
 : An LLB Degree or 4-year recognised legal qualification; At least Four (4) years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Re-Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M Koopman Tel No: (021) 462 5471
 : 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 <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Law Society must accompany the application form. For Attention: Ms P Paraffin
- POST 07/45** : **COURT MANAGER (X2 POSTS)**
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate Office: Mashishing Ref No: 2025/39/MP (X1 Post)
Magistrate Office: Thulamahashe Ref No: 2026/09/MP (X1 Post)
- REQUIREMENTS** : An undergraduate National Diploma (NQF level 6)/Degree qualification 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms KN Zwane: Tel No: 060 532 2006 or Ms NC Maseko: Cell 083 2849056
Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 07/46** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO 33/26EC**
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Port Elizabeth
An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Public Management/ Business Administration; A minimum of 3 years' experience at supervisory level; 2 years' experience in court service environment. Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving and decision making; Project management; Computer literacy.
- DUTIES** : Key Performance Areas: Implement policies and strategies to support systems and processes in the court; Administer and provide support on the implementation of off-site storage and transcription services; Facilitate the provision of procurement of goods and services and financial administration in the court; Manage human, finance and other resources;
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/47** : **CHIEF ADMINISTRATION CLERK REF NO: 2026/04/MP**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Mdotjana
Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills;

- Computer literacy (MS Office); Planning and organizing skills; Ability to work under pressure; Attention to detail; Problem solving skills; Customer service; Document management and filing; Numerical skills.
- DUTIES** : Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr LT Mndebele Tel No: 078 802 0880
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/48** : **SENIOR COURT INTERPRETER REF NO: 2026/11/MP**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Mashishing
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 with ten years practical experience in court interpreting; Proficiency in two or more indigenous languages; Proficiency in English; Valid Driver's licence; Language requirements: Sepedi, IsiZulu and Tshivenda. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Perform specific line and Administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: 060 532 2006
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/49** : **MAINTENANCE INVESTIGATOR REF NO: 57/26EC**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Cala (Will also be responsible to work at other offices in the district as required)
- REQUIREMENTS** : 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); Numeracy skills (Verbal and written); Ability to work with the public in a professional and empathetic manner; Explain terminology and process in simple language; Facilitation skills; Good interpersonal relations; Excellent Time management; Ability to work under pressure.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr S Nofemela Tel No: (043) 702 7000 / 7135
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/50** : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 56/26EC**
- SALARY** : R252 855 – R1 111 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Dutywa and Offices within the District
: An LLB degree or a four-year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of

		all services and procedures in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for maintenance enquiries; Guide maintenance Investigators in the performance of their functions; Implement Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ndamase Tel No: (043) 702 7000 / 7133
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 07/51</u>	:	<u>ADMINISTRATION CLERK REF NO: 2026/05/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Middelburg
	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LT Mndebele Tel No: 078 81 030 8037
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 07/52</u>	:	<u>COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Bethal, Ref No: 2026/01/MP (X1 Post) Magistrate Office: Bethal, Ref No: 2026/03/MP (X1 Post) Magistrate Office: Mbombela; Ref No: 2026/02/MP (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in one or more indigenous languages; Proficiency in English; Bethal: Ref No: 2026/01/MP: Language Requirements: IsiZulu and SeSotho; Bethal: Ref No: 2026/03/MP Language Requirements: Isizulu and Afrikaans Mbombela: Language Requirements: IsiXhosa; SiSwati and Afrikaans. The following will serve as an added advantage: Practical experience and a valid driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. TV Mavundla Tel No: 078 802 0741
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 07/53</u>	:	<u>TELECOM OPERATOR REF NO: 2026/07/MP</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Mbombela
	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical

- equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.
- DUTIES** : Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
- ENQUIRIES** : Mr. LT Mndebele Tel No: 078 802 0882
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/54** : **SECURITY OFFICER REF NO: 2026/06/MP**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Middelburg
- REQUIREMENTS** : 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.
- DUTIES** : 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; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
- ENQUIRIES** : Mr LT Mndebele Tel No: 078 802 0880
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.

- APPLICATIONS** : Applications can be submitted in the following ways: (1) using a link, should you submit your application and CVs to the incorrect link will be regarded as lost and will not be considered.
- FOR ATTENTION** : attention And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 13 March 2026
- NOTE** : Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, including 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. All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS 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>

MANAGEMENT ECHELON

- POST 07/55** : **DIRECTOR: ACCREDITATION MANAGEMENT REF NO: NSG 01/2026**
Job Purpose: To manage institutional and programme accreditation that supports the design and delivery of education, training, and development (ETD) solutions by the National School of Government.
- SALARY** : R1 266 714 per annum, all-inclusive remuneration package (Level 13)
- CENTRE** : Pretoria.
- REQUIREMENTS** : A minimum bachelor's degree or equivalent (NQF level 7) in education or quality management. A post-graduate quality assurance/management/ curriculum design qualification will be an added advantage. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years of proven relevant experience at a middle/senior managerial level in Accreditation Management or related. Knowledge: In-depth knowledge of and experience in institutional and programme accreditation. Knowledge of decolonising, transformational and participatory pedagogies. In-depth knowledge of ETD landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act,

Public Administration Management Act, Skills Development Act, Public Finance Management Act, National Qualifications Framework, Higher Education and Training Act, and Further Education and Training Act). In-depth knowledge of professional bodies/ associations and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practices, cutting-edge quality assurance, and accreditation. Good understanding of project management cycle, methodologies and tools. Skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Digital skills to work in environments with digital systems, management and reporting tools. Good conflict management skills. Advanced computer skills. Creative and analytical skills. Competencies Must be able to provide a vision, set the direction for the organisation and inspire others to deliver on the organisational man. Must be able to plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes by generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to implement new initiatives and deliver service delivery commitments successfully. Must promote generating and sharing knowledge and learning to enhance the organisation's collective knowledge. Must be able to explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Problem solving and analysis: Must systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions promptly. Manage and encourage people, optimise their outputs, and effectively manage relationships to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas clearly and concisely appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Participate in professional development growth activities to maintain professional knowledge and stay current with quality assurance and accreditation trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Manage the entire accreditation process including gathering data, preparing documentation and coordinating site visits by accrediting agencies. Manage the standards set by the Quality Council for Trades and Occupation (QCTO) and the Council on Higher Education (CHE) for institutional accreditation (including Assessment Centres) for all qualifications, part-qualifications, and skills programmes in the Occupational Qualifications Sub-framework (OQSF). Manage the design and development of institutional accreditation processes in consultation with internal and external stakeholders. Manage the development of protocol and manual for the CHE institutional audits and reviews and advise it. Establish and manage project and reference teams to manage and sustain institutional accreditation processes. Collect and analyse NSG performance and outcomes data to demonstrate compliance with accreditation standards. Manage the specific accreditation standards and requirements for the NSG and develop new standards or update existing ones. Manage the quality of institutional submission for accreditation. Manage the design and development of programme accreditation processes in consultation with internal and external stakeholders. Manage and guide the accreditation of academic offerings in the NSG curricula and programmes, including higher education qualifications and programmes. Monitor the implementation and coordinate the RPL processes of the NSG. Develop the management protocol of the HEQC/HEQSF online registration in line with DHET PQM clearance; CHE accreditation of programmes and ensure registration of qualifications in line with SAQA and Professional or Statutory

Bodies requirements. Support the NSG learning pathways towards professionalising the public sector. Ensure acquisition of letters of support from respective Professional or Statutory Bodies in support of the institution's applications for the accreditation of programmes. Ensure compliance with professional or statutory bodies accreditation standards. Develop and implement policies related to institutional and programme accreditation for the NSG, including the Recognition of Prior Learning (RPL) policy. Develop and implement relevant institutional and programme accreditation frameworks for the NSG. Undertake annual updates to the relevant frameworks and Standard operating procedures (SOPs) to keep pace with change and new and innovative working methods. Monitor the implementation of policies and review when necessary. Provide training and education to staff on accreditation standards, processes, and requirements. Manage the database and Programme Qualifications Mix (PQM) as approved, accredited and registered, and ensure the maintenance and updating thereof. Promote stakeholders' capacity building on accreditation-related policies and guidelines from QCTO (CHE) and South African Qualifications Authority (SAQA). Serve as the primary point of contact between the NSG and accrediting agencies and communicate accreditation requirements and expectations to internal stakeholders. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Collaborate with business units and work in integrated teams to support learning outcomes for programmes, learning outcome measurement tools, and assessment instruments to measure learning objectives. Participate in relevant internal curriculum and quality assurance committee structures. Support the Quality Assurance Advisory Board, including smooth committee operations with appropriate agenda, minutes, and processing of accreditation proposals. Participate in domestic and global partnerships with HEIs and other institutions to undertake joint design and accreditation processes. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for achieving performance targets and directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the directorate and mitigation plans, including business continuity plans. Manage a team of employees expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017
APPLICATIONS : Apply Online Via This Link: [Application for employment Director: Accreditation Management REF NO: NSG 01/2026 – Fill out form](#)

OTHER POSTS

POST 07/56 : **ASSISTANT DIRECTOR: BUSINESS AND DATA INTELLIGENCE REF NO: NSG 02/2026**

SALARY : R468 459 per annum at (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification at (NQF level 6) recognised by SAQA in Statistics, Computer or Data Science, Business & Information Management or Marketing and Entrepreneurial Studies. Three to four years' experience in applying business intelligence, data analysis and statistical concepts including supervisory experience. Registration with a relevant professional association/body may be an added advantage. Knowledge: Demonstrated experience with statistical analysis packages. Knowledge and experience in using at least one statistical package (STATA/SAS) to analyse large datasets, data mining, report writing and the ability to data visualization. Theoretical and practical knowledge of the education, training, and development environment. Big data management, data analysis and modelling. Structured Query Language (SQL) to communicate with and manipulate databases. Knowledge of databases and structures, governance and meta data standards including data architecture. Good understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Computer literacy, including excellent

working knowledge of MS Office suite and relevant software for data analysis. Skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Writing skills, including report writing and submissions. Digital skills to work in digital environments. Good conflict management skills. Creative and analytical skills. Data analysis, interpretation and utilization. Capabilities; products using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources. Apply technology and innovation to enhance productivity, efficiency, responsiveness and the quality of service provided. Manage expenditure through responsible implementation of policies and SOPs to achieve efficiency and effectiveness. Achieve excellence in delivering the planned client service outcomes (i.e. service levels and standards) and monitoring the unit's service delivery to ensure the highest level of client satisfaction. Personal Attributes: maintaining professional knowledge and staying current with business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Support the implementation of business development strategies for provincial and local governments as well as provincial legislatures. Develop business cases and liaise with clients (individuals and institutions) to identify education, training and development (ETD) needs and requirements. support the dissemination and utilisation of ETD business intelligence information among the programme managers, support and conduct targeted business development research, including design, data collection, management and analysis. Provide timely alerts on emerging trends influencing the public sector and skills requirements. Process, analyse and manage data and information relating to ETD and providers (e.g., private and public higher education institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Acquire, process, manage and analyse data from a range of sources to generate trends, patterns and reports that inform planning and decision-making. Process, analyse and manage data and information relating to ETD and providers (private and public higher education institutions, Technical and Vocational Education and Training colleges, community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Ensure relevant data is entered into the Training Management System to capture, analyse, and disseminate business and data intelligence. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to business units and stakeholders Use machine learning tools and statistical techniques to produce solutions to ETD problems. Mining large structured and unstructured datasets with different data structures. Monitor and evaluate business development interventions, especially the management of MOUs/MoAs and client support. Collect information from all clients and maintain a database to enable such information to be analysed in greater detail and format. Ensure product and service knowledge and awareness in liaison with internal business units. Support the implementation of innovative specialised programmes towards attracting new clients and building long-term relationships. Support opportunities towards increased market share in Provincial and Local Governments and Legislatures (training uptake numbers and revenue generated). Participate in networks and multi-sector relationships that serve the interests of the NSG. Cultivate strategic relationships and alliances with internal and external stakeholders. Work with internal and external stakeholders to identify opportunities for leveraging business and data intelligence to drive business solutions and product development. Participate in strategic external and internal forums including NSG-led forums. Review policies and procedures and manage implementation. Manage allocated resources (people finance, systems, assets, contracts). Implement operations management including service standards, standard operating procedures, business process management total quality management and digital transformation. Identify and manage operational risks

as well as mitigation plans, including business continuity plans. Produce monthly and quarterly reports relating to business development and specialised programmes.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108
APPLICATIONS : Apply Online Via This Link: [Application For Employment Assistant Director: Business and Data Intelligence Ref No: NSG 02/2026 – Fill Out Form](#)

POST 07/57 : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: LEARNING & PROFESSIONAL DEVELOPMENT; REF NO: NSG 03/2026**

SALARY : R376 413 per annum (Level 8) plus competitive benefits
CENTRE : Pretoria.
REQUIREMENTS : A minimum National Diploma (NQF level 6) as recognized by SAQA in office administration, business administration, public management, or any relevant field. Experience: Two (2) to three (3) years relevant experience in office administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management. Public service legislation, policies, prescripts, and procedures relevant to the job. Protocol, etiquette, and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal, writing, planning, and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team. Trustworthy and honest and ability to maintain high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.

DUTIES : Administrative Services: Manage the diary of the DDG. Screen telephone calls and respond to inquiries efficiently. Provide secretariat services. Arrange meetings and events. Identify venues, invite role players, and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meetings and distribute to relevant stakeholders. Take and compile minutes during meetings. Order and maintain stationery and equipment supplies. Make travel arrangements. Branch coordination: Communicate with clients, stakeholders and service providers to enhance service delivery. Convene branch/ management/ bilateral meetings, as determined by the DDG. Coordinate effective records management within the Branch and Office of the DDG, including filing, safekeeping and archiving. Compliance and Management Reporting: Manage Branch compliance calendar, obtain inputs, collate and compile reports such as progress, monthly and management reports and do quality checks. Plan, organize and control activities pertaining to the Office and prioritised programmes of the Branch. Source information which may be of importance to the Branch or the DDG such as newspaper and internet articles, circulars, reports, Cabinet and Parliamentary related documents. Quality check all documentation received before submission to the DDG. Prepare documentation such as letters, submissions, meeting briefing notes and reports as may be required by the DDG. Budget Administration: Management of the budget of the Branch and office, assist the DDG in determining funding requirements and procurement planning, maintain records of expenditure commitments, track branch expenditure and all related financial management functions.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108
APPLICATIONS : Apply Online Via This Link: [Application For Employment Senior Administrative Officer Ref No: NSG 03/2026\) – Fill Out Form](#)

POST 07/58 : **TEAM ASSISTANT: OUTCOMES AND IMPACT: REF NO: NSG 04/2026**

SALARY : R325 101 per annum (Level 7) plus competitive benefits cost to company
CENTRE : Pretoria.
REQUIREMENTS : A recognised National Diploma/ Bachelor's degree or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Project Management, Monitoring and Evaluation. Experience: One (1) to two (2) years relevant administrative experience, preferably within a Monitoring and Evaluation (M&E) environment. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act;

Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework). Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript). Organise virtual meetings using Zoom and/or Teams. The utilisation of any other AI tools will be an advantage, such as Microsoft Co-pilot. Knowledge of the M&E field will be an advantage. Meetings management such as scheduling, agenda setting, recording and minute taking as well as developing action plans. Ability to manage events, including venue identification, organizing accommodation, logistics, catering, transportation and cash disbursements. Document management. Protocol, etiquette and diplomacy. Batho Pele Principles. Competencies/skills Excellent oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Database skills/data management skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure.

DUTIES

: Coordinate administrative activities that support the implementation of the NSG Monitoring and Evaluation Framework, Standard Operating Procedures (SOPs) and all related policies. Schedule and organise virtual and in-person M&E engagements, including meetings, training sessions, workshops, review sessions and data-collection activities. Prepare agenda items, take minutes, maintain attendance registers and track follow-up actions for all M&E-related engagements. Maintain organised digital and physical records of projects, evaluation activities, research outputs, feedback tools and related documentation. Draft correspondence, memoranda, submissions, reports and stakeholder communications to support activities. Liaise with internal units such as ICT, Technical Support, Help Desk and other relevant stakeholders to resolve administrative challenges and system issues. Support the coordination of capacity-development initiatives linked to M&E activities, including orientation sessions, presentations, webinars and institutional engagements. Provide administrative support for the collection, organisation and management of outcomes and impact evaluation data for NSG training programmes. Support the distribution, tracking and follow-up of feedback instruments such as REQs, FFQs and other digital evaluation tools. Distributes datasets for capturing, monitor progress and maintain an up-to-date tracking sheet of captured and processed information. Assist in preparing data summaries, tables, presentation inputs and formatted evaluation reports for use by the Chief Directorate. Maintain and update databases related to evaluations, publications, knowledge-sharing events, dashboards and performance reporting. Support the collation of trends, insights and performance information for reporting to NSG management, clients and public-sector institutions. Contribute to the administration of the MyNSG platform for M&E, ensuring accurate, secure and organised data storage and retrieval. Assist in managing information flows within the Chief Directorate, including filing, document version control, repository management and compliance with records-management standards. Support the coordination and documentation of research activities, technical reports, knowledge products, dissemination events and related engagements. Maintain updated contact lists, stakeholder registers and internal information resources for use in M&E, research and outcomes/impact functions. Compile documents for presentations, briefings, knowledge sharing platforms and cross directorate engagements. Support the administrative processes for organising conferences, seminars, masterclasses and webinars linked to outcomes and impact measurement. Ensure secure storage, categorisation and indexing of datasets, evaluation reports and associated institutional knowledge. Support staff members in retrieving relevant evaluation evidence and information for monitoring, reporting and decision-making. Provide administrative and logistical support for internal and external stakeholder engagements, forums, technical working groups and collaboration activities. Assist in maintaining relationships with public-sector institutions, higher education institutions, professional bodies and other strategic partners engaged in M&E and outcomes/impact projects. Coordinate communication with

stakeholders, including scheduling engagements, sharing materials, monitoring responses and tracking follow-up items. Manage the activities of the chief directorate, including scheduling appointments and ensuring proper preparation for meetings and engagements. Coordinate documentation for budget processes, procurement planning, payments and financial administration of the Chief Directorate. Coordinate human resource administration including leave, performance management documentation, training requests and related records. Arrange domestic and international travel including approvals, itineraries, bookings and claims. Manage compliance calendars, reporting schedules and submission tracking to support effective directorate governance. Provide secretariat support for chief directorate meetings including minute-taking, recording action items and following up on implementation. Coordinate logistical arrangements for meetings, workshops and events including venue bookings, digital platforms, catering, registers and equipment.

ENQUIRIES
APPLICATIONS

: Ms Nthabiseng Fuma (012) 441-6011
: Apply Online Via A Link: Application For Employment Team Assistant: outcomes & Impact, Ref No: NSG 04/2026 – Fill Out Form

POST 07/59

: **ADMINISTRATIVE OFFICER: ORGANISATIONAL TRANSFORMATION REF NO: NSG 05/2026**
(Twelve Months Fixed Term Contract)

SALARY
CENTRE
REQUIREMENTS

: R325 101.per annum, (Level 7)
: Pretoria.
: Applicants must be in possession a tertiary qualification (NQF 6) in Office Administration, Public Administration, Change Management, or equivalent qualification. Experience: One (1) to two (2) years relevant experience in administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management. Basic knowledge of finance and supply chain management. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking). Public service legislation, policies, prescripts and procedures. Office administration and secretarial support procedures. Records and documents. management. Practices. Understanding of transformation and change initiatives in the public sector. Basic financial and supply chain management processes. Batho Pele principles. Skills: Good oral and written communication skills. Good interpersonal skills. Basic project management skills. Problem-solving and analysis. Elementary research skills. Basic analytical skills. Ability to interpret policies and directives. Competencies: Plan, organise, and implement plans and policies for services and products using goal setting, objectives, and targets, as well as creating work schedules and work plans with associated budgets and resources. Apply technology and innovation to enhance productivity, efficiency, responsiveness and the quality of service provided. Monitor expenditure through responsible implementation of policies and SOPs to achieve efficiency and effectiveness. Solve problems by analysing situations and applying critical thinking to resolve issues, decide on courses of action, and implement the solutions developed to overcome difficulties and constraints. Adapt diverse cultural practices, customs, values and norms of individuals and groups to meet equity requirements and contribute to transforming the work unit and department. Manage interpersonal conflict and resolve problems practically and constructively to achieve results, solve service delivery difficulties, and gain acceptance to plans, policy implementation and proposals. Develop contacts and build and maintain a network of professional relations to keep abreast of developments in the area of work. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Schedule, coordinate meetings, draft agendas and take accurate minutes. Maintain updated records of programme activities, database and files (manual and electronic). Assist with correspondence, printing, photocopying and documentation. Maintain a tracking system for follow-up actions and deliverables. Ensure proper filing of reports, memos, and programme documentation. Compile and coordinate logistical arrangements for workshops, outreach programs and awareness raising campaigns/interventions. Assist with communicating programme schedules to internal and external stakeholders. Track attendance, compile and facilitate participation registers. Prepare checklists/action lists for materials and venue/ programme readiness. Support with capturing action items from programme sessions and events. Contribute to the mainstreaming and management of WYPD and Change Management related programmes in line with policies, programmes, projects and activities. Maintain a consolidated reporting register for programme- related submissions. Ensure accurate data entry and storage of compliance documents and database. Contribute in preparation and formatting of internal and external reports and presentations. Archive WYPD and change management documents systematically. Retrieve information efficiently when required for audits or monitoring. Initiate requisitions and make follow ups for goods and services in accordance with SCM processes. Capture and track invoices and submit documents for payment processing. Maintain an asset register of items procured for programme delivery. Liaise with SCM and Finance units on procurement-related queries. Assist in preparing basic cost estimates and supporting documentation. Compile invitation lists and distribute communication for key events. Coordinate travel and accommodation arrangements for events and meetings. Ensure event materials/outreach interventions (reports and promotional items) are prepared. Support implementation of departmental outreach initiatives. Coordinate RSVPs and provide logistical feedback to the organising team.

ENQUIRIES

: Christopher Chokwe Tel No: (012) 441 6133

APPLICATIONS

: Apply Online Via A Link: [Application For Employment Administrative Officer: Organisational Transform: Ref No: NSG 05/2026](#) – Fill out form

POST 07/60

: **ADMINISTRATOR: EXECUTIVE SUPPORT REF NO: NSG 07/2026**

SALARY

: R228 321 per annum (Level 5) plus competitive benefits cost to company.

CENTRE

: Pretoria.

REQUIREMENTS

: Grade 12. A tertiary qualification at (NQF level 5) in Office Administration, Business Administration, Public Administration will be an added advantage. Experience: No experience. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Writing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Basic analytical skills. Basic financial management skills. Presentation skills. Basic Numeracy skills. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures relevant to the job. Minimum Information Security Standards (MISS). Protocol, etiquette and diplomacy. Batho Pele principles. Personal attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy and Honest. Maintain very high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.

DUTIES

: Coordinate the interface between the Principal's Office in Cape Town and the Ministry. Implement the Standard Operating Procedures for the Office of the Principal. Draft reports on personnel and material movements and other operational issues. Maintain record management system of the Office of the Principal. Process requests for the procurement of goods and services for the Office. Prepare submissions and other documents for the Office of the Principal. Participate in long-range planning meetings with regard to upcoming events. Make arrangements, included but not limited to sending out invites, venue confirmations, rsvp, parking and catering arrangements. Scan and record submissions to the Director-General and the Minister. Coordinate meetings with the NSG stakeholders. Provide administrative and logistical support for Principal meetings, seminars, conferences, workshops, etc. Support the Office in the

arrangement of meetings of the governance structures. Maintain concise, accurate records for the meetings. Maintain a positive image of the Directorate amongst stakeholders. Develop directorate's plans for scheduled Cabinet and Parliament interface. Co-ordinate Parliamentary engagements and their working groups' activities. Coordinate the Department's reports to FOSAD Clusters, Cabinet and Parliament. Document Parliamentary questions and allocate them to relevant Branches. Conduct preliminary research on Parliamentary questions directed to the Department. Coordinate the documentation of Parliamentary questions responses from Branches. Prepares and maintains administrative documentation with respect to Parliamentary and Cabinet events including preparation of post- events reports. Coordinate stakeholder forums and scheduling of stakeholder meetings. Draft responses to stakeholder queries and requests with required evidence for submission to Director. Follow up with stakeholders on joined programmes. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES : Christopher Chokwe Tel No: (012) 441 6133
APPLICATIONS : Apply Online Via A Link: [Application For Employment Administrator: Executive Support, Ref No: NSG 07/2026](#) – Fill Out Form

POST 07/61 : **DRIVER: REF NO: NSG 06/2026**

SALARY : R193 359 per annum (Level 4) plus competitive benefits cost to company
CENTRE : Pretoria.
REQUIREMENTS : A grade 10 qualification/ standard 8 and valid code 08 driver's license (manual transmission). A professional driving permit (PDP) will be an added advantage. Experience: 7-12 months relevant experience. Knowledge Procedures to operate the motor vehicle e.g., obtain trip authorities, complete the logbooks, obtain consumables (e.g. petrol). Basic motor vehicle functions (e.g. fixing a flat tyre, checking oil and water levels). Knowledge of the prescripts for the correct utilisation and proper maintenance of the motor vehicle. General geographic knowledge. Competencies/skills: Excellent driving skills. Good organisational and logistics skills. Interpersonal skills. Basic understanding of MS Office Suite, Outlook and internet application. Problem solving skills. Verbal and written communication skills. Telephone etiquette. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, trustworthiness and honesty. Maintain very high levels of confidentiality. Good grooming and presentation.

DUTIES : Safely transport passengers and deliver items such as mail and documents to and from various destinations. Transport NSG employees to and from the airport and other destinations. Undertake proper pre-trip planning, including checking traffic, construction and weather conditions. Collect, distribute and control movement of internal and external mail and documents including to and from the Post Office. Conduct routine maintenance, including proper fueling, on the allocated vehicle and ensure roadworthiness. Conduct pre and post inspection to the allocated vehicle. Report any identified defects to the Transport Officer immediately. Obtain relevant approval before undertaking official trips. Complete all the required and prescribed records and logbooks regarding the vehicle and the documents handled. Maintain accurate mileage and repair records, including month-end reconciliations. Assist with loading and offloading of goods when needed. Photocopying services. Provide messenger services in the collection and delivery of documentation in the Department. Ensure the rerouting of traffic fines and follow-ups. Undertake registry functions when required. Filing of transport related documents.

ENQUIRIES : Ms Nthabiseng Fuma, 012 441-6011
APPLICATIONS : Apply Online Via A Link: [Application for employment Driver: Ref No: NSG 06/2026](#) – fill out form

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Mpumalanga Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200
- CLOSING DATE** : 13 March 2026
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, 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 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 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

- POST 07/62** : **CHIEF REGISTRAR REF NO: 2025/415/OCJ**
- SALARY** : R586 956 – R1 386 972 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation Determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein
: Applicants should be in possession of an LLB degree, or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post graduate experience gained as a Registrar. Proven managerial/supervisory experience and a valid driver's license. An LLM degree 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: Report writing skills. Excellent communication skills (written and verbal). Numerical skills. Technical expertise. Computer Literacy (MS Office). Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Initiative. Leadership. Professional appearance and conduct.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compiling of training manuals and providing of training to Registrars and Clerks. Stakeholder Management. Support Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage staff and all HR related processes.
- ENQUIRIES** : Technical Related Enquiries: Mr. M. Ndlovane Tel No: (010) 493 2500
: HR Related Enquiries Ms N. de la Rey Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email to 2025/415/OCJ@judiciary.org.za
- NOTE** : The organisation will give preference to candidates in line with the Employment Equity goals.
- POST 07/63** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO 2025/416/OCJ**
(24 Months Contract)
- SALARY** : R468 459 – R551 823,per annum plus 37% in lieu of benefits (Level 09). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand : Applicants should be in possession of a National Diploma in Management Services/ Operations Management/ Production Management/ relevant equivalent qualification at (NQF 6). A minimum of three (3) years' experience in Organisational Development environment of which one (1) year should be on a supervisory level and a valid Driver's License. Job Evaluation certificate. 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 technical and generic requirements. Knowledge and Skills: Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours, Facilitate the development of policies. ability to work individually, in a team and under extreme pressure.
<u>DUTIES</u>	: Develop/ review and maintain sound and effective organisational structures in line with the strategic objectives. Conduct work study investigation. Conduct functional analysis and develop post establishment structure. Cost structure in line with MTEF. Compile work study report with relevant recommendations. Ensure development and review of job descriptions for all posts in the department. Benchmark and verify job descriptions with relevant clients, Manage signing-off of JDs with relevant clients. Conduct job evaluation process. Present results to the JE panel. Provide secretariat support services to the Job Evaluation Panel Committee. Contribute towards the development and review organisational development policies in line with legislative frameworks. Conduct research on the latest trends within the ambit of OD. Implement of the organisational development policies. Supervise and develop staff. Conduct organisational functionality assessment. Render business process mapping. Provide support in the development of standard operating procedures. Facilitate and implement change management strategies. Conduct analysis on the need for change management. Draft report on progress of the change management initiatives Conduct change management interventions in line with OD investigations. Coordinate management workshops for all affected stakeholders.
<u>ENQUIRIES</u>	: Technical related enquiries: Mr. E Motsuenyane, Tel No: (010) 493 2500 : HR Related enquiries: Mr A Khadambi, Tel No: (010) 493 2500
<u>APPLICATIONS NOTE</u>	: Applications can be sent via email to: 2025/416/OCJ@judiciary.org.za : OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 07/64</u>	: <u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO 2025/417/OCJ</u> (24 Months Contract)
<u>SALARY</u>	: R397 116 – R467 790.per annum plus 37% in lieu of benefits (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand : Applicants should be in possession of National Diploma in Management Services/ Operations Management/ Production Management/relevant equivalent qualification at (NQF 6). A minimum of two (2) years' experience in Organisational Development environment and a valid Driver's License. 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 technical and generic requirements Knowledge and Skills: Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Good Communication skills (written and verbal). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours, gather and analyse information to facilitate the development of policies. ability to work individually, in a team and under extreme pressure.
<u>DUTIES</u>	: Conduct work study investigations within the OCJ. Conduct functional analysis and develop post establishment structure. Cost structure in line with MTEF. Compile work study report with relevant recommendations. Develop/ review job descriptions for all posts in the department. Advise managers on the

development and review of job descriptions. Align job purpose and KPA's with the business plans. Maintain job description database and provide report when required. Conduct research/ benchmark on the latest trends within the ambit of OD. Facilitate the signing-off of the job description. Conduct job evaluation processes. Conduct JE investigation and provide grading reports. Present results to the JE panel. Provide secretariat support services to the Job Evaluation Panel Committee. Render business process mapping. Provide support in the development of standard operating procedures. Provide support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders.

ENQUIRIES : Technical related enquiries: Mr. E Motsuenyane, Tel No: (010) 493 2500
 HR Related enquiries: Mr A Khadambi, Tel No: (010) 493 2527
APPLICATIONS : Applications can be sent via email to: 2025/417/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 07/65 : **SENIOR COURT INTERPRETER REF NO: 2025/418/OCJ**

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

CENTRE : Mbombela High Court
REQUIREMENTS : Applicants should be in possession of a 3-year National Diploma in Legal interpreting or relevant equivalent qualification at NQF Level 6 (360 credits) as recognised by SAQA. A minimum of one (1) year practical experience in court Interpreting. Proficiency in English and two or more indigenous language (Siswati, Xitsonga, Zulu and Sepedi). Proficiency in Afrikaans will be an added advantage, a valid driver's license. Candidates will be required to undergo an oral written language proficiency test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements.

DUTIES : Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.

ENQUIRIES : Technical Related Enquiries: Ms E Smith, Tel No: (013) 758 0000
 HR Related Enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to: 2025/418/OCJ@judiciary.org.za
NOTE : The organization will give preference to candidates in line with the Employment Equity goals.

POST 07/66 : **SECRETARY, REF NO: 2025/419/OCJ**

SALARY : R228 321 – R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial Service Centre
REQUIREMENTS : Applicants should be in possession of a grade 12 certificate (NQF level 4). No experience required. Secretarial Certificate 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 technical and generic requirements. Knowledge and Skills: Knowledge of the Public Service Act and Regulations as well as the relevant public service prescripts. Knowledge and understanding of the legislative framework governing public service. Basic Departmental policies and procedures. Batho Pele principles. Communication (oral and written) skills. Computer literacy (Ms Office). Problem solving skills. Good Interpersonal relations. Planning and organising. Intermediate typing skills. Creative and analytical thinking. Customer service orientation. Telephone etiquette

DUTIES : Provide a secretarial/receptionist support service to the office of the DCO. Provide a clerical and administration support service to the DCO. Provide support to manager regarding meetings. Remain up to date with regard to prescripts/policies and procedures applicable to the work environment to ensure efficient and effective support to the Office of the DCO. Administer an online and

physical diary of the DCO. Manage information and data on behalf of the DCO. Draft coherent submission executive report, memorandums and letters, type and edit correspondence, accompany/attend meetings with DCO and compile minutes and reports.

ENQUIRIES

: Technical enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR related enquiries: Mr SJ Zwane/ MV Maeko Tel No: (013) 758 0000

APPLICATIONS

: Applications can be sent via email at 2025/419/OCJ@judiciary.org.za

NOTE

: The organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- CLOSING DATE** : 13 March 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. 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 will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 07/67** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS: BILATERAL AND MULTILATERAL AGREEMENTS REF NO: DD IR B&MA**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years relevant experience in International Relations / Intergovernmental Relations / International Market Access Support at a supervisory / managerial (ASD) level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Implement the Department of Small Business Development's international relations strategy and policy framework. Coordinate bilateral and multilateral agreement processes, inclusive of but not limited to: identifying opportunities for MSMEs and Co-operatives in bilateral and multilateral agreements, coordinating DSBD's bilateral and multilateral agreement negotiations aimed at supporting MSMEs and Co-operatives development, coordinating the implementation of DSBD bilateral and multilateral agreements etc. Engage with High Commission, Embassies, foreign missions and international organisations to identify areas of collaboration to the DSBD mandate, facilitate stakeholder engagement sessions to establish partnerships and oversee implementation of MOU's and agreements. Manage the operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations / Facilitate / Conduct formal presentations.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: DD IRB&MA"
- POST 07/68** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: ASD IA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF 7) in Auditing / Accounting or equivalent / related as recognised by SAQA. Minimum of 3 years' experience in auditing. Post graduate degree in auditing, accounting, IT Auditing and experience in auditing financial statements or IT Auditing will be an added advantage. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Problem-solving, Attention to detail, Planning and Organising skills and Report writing and analytical skills.
- DUTIES** : Supervise and participate in the development of strategic internal audit plans inclusive but not limited to (identify the key risk areas for institution as set out in the strategic plan & risk management strategy, Participate in the development of the three year strategic risk based audit plans and annual audit operational plan) Supervise and execute engagements to assist the accounting officer in maintaining efficient and effective controls by developing proposal to determine the scope of allocated internal audits, collecting analysing and interpreting data for purposes of the development of the engagement work program, Supervising and executing the allocated internal audits. Participate in the administrative activities for the Internal Audit Unit. Review, collect information and compile audit reports, summary of audits results and annual reports for the accounting officer and audit committee. Keep abreast with the new developments in the internal audit environment. This would, inter alia entail the following: Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously and engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise, advice and lead supervisees in all aspects of the work. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: ASD IA"

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 sent to the following email address: Director: Financial Compliance and IT Audit- e-recruit.DFCIA2A@dsd.gov.za; Personal Aide- e-recruit.PA1@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 13 March 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. 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 enroll 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 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. Applicants applying for SMS posts will, following the interview and technical exercise, be recommended by the selection panel 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 disclosure 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 Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.
- ERRATUM:** Kindly note that the post of Director-General in the Department of Social Development that was advertised in the Public Service Vacancy Circular No. 03 of 2026 dated 30 January 2026 with Ref no: A1/2026 has been withdrawn.

MANAGEMENT ECHELON

- POST 07/69** : **DIRECTOR: FINANCIAL, COMPLIANCE AND IT AUDITS REF NO: C1/A/2026**
Chief Directive: Internal Audit Services

SALARY : R1 266 714.per annum 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 and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 7 qualification in Auditing/ Internal Audit and/or Information Technology as recognised by SAQA PLUS 5 years' experience at middle/ senior management in the relevant field. The Certified information Systems Auditor (ICISA) certification. Knowledge and understanding of IT platforms, processes, systems, and controls, including network security, logical access, change management controls at an infrastructure and application level, databases, and systems maintenance. Knowledge and understanding of IT and information security management frameworks and standards such as ISO, SANS, COBIT, ITIL, and regulations such as SOX, PCI Compliance, etc. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge and understanding of the Public Service Act and Regulation. Knowledge and understanding of the standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding legal compliance, good governance and financial management. Knowledge of corporate governance. Knowledge and understanding of General Acceptance Accounting Practice (GAAP). Knowledge and understanding of International Financial Reporting Standards (FRS) Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES : Key Responsibilities: Develop and implement internal audit policies, strategies, methodologies and procedures in line with the Institute of Internal Auditors (IIA) and relevant public service legislations. Manage the provision of the IT and Financial audits in accordance with IIA standards, professional ethics and relevant regulatory frameworks to ensure the attainment of the overall strategic objectives. Manage the delivery of quality audit reports. Provide technical support to the Audit Committee to enable the Committee to meet its objectives. Manage the assessment on the implementation of audit recommendations and the impact of the corrective actions taken by management on the deficiencies identified by the audits. Manage and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.

ENQUIRIES : Ms M Manyoga, Tel: (012) 312-7316/ 7085

NOTE : In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 07/70 : **PERSONAL AIDE REF NO: C1/B/2026**
Chief Directorate: Community Mobilisation and Empowerment

SALARY : R228 321.per annum

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 5 qualification as recognised by SAQA in Office Management/ Administration. 1-2 years' experience in providing professional guide and assistive services to persons with disability. Knowledge and understanding of the relevant Public Service Regulations. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Employment Equity Act. Knowledge and understanding of Reasonable Accommodation policy and other Disability Mainstreaming Protocols/ procedures. Knowledge and understanding of sign language. Knowledge and

understanding of Records Management. Knowledge and understanding of systems and software's (e.g. Daisy, Jaws and DBT). Knowledge and understanding of disability etiquette. Competencies needed: Financial planning. Problem solving. Communication (written and verbal). Computer literacy. Planning and organizing skills. Analytical skills. Coordination. Interpersonal skills. Customer care. Report writing. Orientation and mobility. Ability to read and understand braille or sign language. Ability to use Jaws software and zoom text. Attributes: Ability to work independently and as part of team. Ability to work under pressure. Ability to communicate at all levels. Ability to manage time. Assertiveness. Integrity. Emotional intelligence. Initiative. Confidentiality. Honesty. Adaptive. Good interpersonal relations. Accuracy and thorough commitment.

DUTIES

: Key Responsibilities: Render personal assistance support functions. Render administrative support functions. Provide record management services, type documents and track progress. Assist on issues of finance and Supply Chain Matters.

ENQUIRIES

: Ms L Maredi, Tel: (012) 312-7879

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.

- APPLICATIONS** : 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.
- CLOSING DATE** : 13 March 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The 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. 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 www.gov.za/documents. 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 the 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. Applicants 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will 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 validity will be conditional to signing of the employment contract, performance agreement, 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.

MANAGEMENT ECHELON

- POST 07/71** : **CHIEF DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT (DT12/2026)**
The purpose of this role is to facilitate efficient management and implementation of Tourism sector demand-led skills development initiatives.
- SALARY** : R1 494 900 per annum (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund, and a flexible portion that may be structured.)
- CENTRE REQUIREMENTS** : Pretoria
A minimum SAQA recognised qualification at NQF level 7 plus proven strategic management and leadership skills. A minimum of 5 years' experience in a Senior Management position. Essential Skills and Knowledge: Thorough understanding of stakeholder management dynamics within the tourism industry at all levels. Knowledge and understanding of the tourism sector, Human resource

development, Community facilitation, Skills development Act, Tourism Act, Public service and departmental procedures and prescripts related to HRD, Programme and project management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, and Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES

: Reporting to the Deputy Director-General: Tourism Sector Support Services, the successful candidate will also manage the following Directorates: Tourism Sector HRD and Governance, Programme Planning and Implementation. The Chief Director will be responsible for providing strategic leadership and direction, ensuring alignment with departmental objectives. Key functions include: Coordinate efficient management of tourism sector HRD governance, provide efficient and effective planning and implementation of Tourism Sector HRD, initiatives, coordinate and manage the execution of the tourism sector human resource development, manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills development and formulate and manage the components resources against its strategic objectives.

**ENQUIRIES
APPLICATIONS
NOTE**

: Mr T Koena Tel No: (012) 444 6154
 : Recruitment1226@tourism.gov.za
 : EE Note: African and Coloured females as well as People living with disabilities are encouraged to apply.

POST 07/72

: **DIRECTOR: ENTERPRISE DEVELOPMENT (DT13/2026)**
 The purpose of this role is to provide practical and meaningful sector support, including development and resourcing of the enterprises within the tourism sector.

SALARY

: R1 266 714 per annum (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund, and a flexible portion that may be structured.)

**CENTRE
REQUIREMENTS**

: Pretoria
 : A minimum SAQA recognised qualification at NQF level 7 in Tourism Development/ Tourism Management/Tourism Development/ Economics/Financial Management/ Public Administration/ Public Management or an equivalent qualification. A minimum of 5 years' experience in an appropriate field at a Middle/Senior Management position. Essential Skills and Knowledge: Thorough knowledge of the Micro, Small and Medium Enterprises (MSMEs) development environment and awareness of the development finance environment. Knowledge of Tourism policies and procedures. Contract Management, Strategic Planning, Monitoring and Evaluation, Stakeholder Management, Project Management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, and Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES

: Reporting to the Chief Director: Enterprise Development and Transformation, the successful candidate will be responsible for providing strategic leadership and direction, ensuring alignment with departmental objectives. Key functions include: Manage the continuous development of the information portal,

coordinate on line training programmes and the call centre services of the Enterprise Development programmes: Source new content and manage the update of the information portal, Negotiate partnerships with third party for the growth and improvement of the portal, Upload business management training programmes into the portal, Manage the call centre policy for enterprise development programme, Monitor and analyse the portal usage. Facilitate tourism market access training and coordinate market opportunities for emerging enterprises: Identify market access exposure and training opportunities, Coordinate market opportunities for emerging enterprises, Facilitate partnership between enterprises and trade opportunities, Monitor project implementation and evaluate impact. Manage the development and support of tourism enterprises, including MSMEs: Facilitate empowerment and provide technical support to tourism entrepreneurs and enterprises, Identify tourism hubs and provide MSME opportunity analysis, Coordinate selection of enterprises for incubation, and Develop a growth plan for enterprises to be supported through the incubation. Lead the identification and design of technical, financial, and incentive instruments for MSMEs support and development: Facilitate empowerment and provision of technical support to tourism entrepreneurs and enterprises, Design and develop financial instruments for MSME support, Develop instruments for technical and equipment support for MSME, Develop capital incentive instruments for MSMEs, Roll out approved incentives and instruments for the benefit of MSMEs. Facilitate the implementation of sector support resource: Develop and roll out a national awareness campaign on the Enterprise Development Programme, Develop implementation plans for MoUs with external partners, Implement joint programmes with partners, Initiate resource sharing and mobilisation programmes with external partners. Manage the component resources against its strategic objectives.

ENQUIRIES
APPLICATIONS
NOTE

- : Mr T Koena Tel No: (012) 444 6154
- : Recruitment1326@tourism.gov.za
- : EE Note: African and Coloured females as well as People living with disabilities are encouraged to apply.

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 16 March 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of 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. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. 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>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 07/73** : **DEPUTY DIRECTOR: LEGAL INTERNATIONAL TRADE AND INVESTMENT (TRADE-083)**
Overview: To provide legal advice on complex international trade and investment negotiations, and on obligations and rights arising from international agreements.
- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 in Law and Admitted Attorney or Advocate. 3-5 years' managerial experience in legal/ research/ international trade environment in both public and private sector. Key Requirements: Proven experience providing legal advice on international trade and investment agreements and negotiations. Experience drafting and legally vetting negotiating positions, legal texts and treaty provisions. Experience leading or participating in negotiating teams in bilateral, plurilateral and multilateral forums (WTO, AfCFTA, EU, EPA, UK EPA, etc.), Strong research and analytical skills, including ability to conduct statistical and legal research to support negotiations. Experience preparing technical reports, policy briefs, legal opinions and speaking notes for senior management and stakeholders. Experience coordinating dispute initiation and defence processes (WTO or regional agreements) and drafting statements of claim or defence. Stakeholder liaison experience with internal branches, State Law Advisors, external counsel and international partners. Project and case management experience, including managing multiple files, meeting deadlines and quality standards. Supervisory experience including staff development, performance management and collating inputs for business plans and reports. Experience monitoring financial resources and reporting on financial and

DUTIES

: operational risks for a unit (programme-level budgets). Excellent written and verbal communication skills and negotiation skills; proficiency in Microsoft Office.
: Prepare country and customs union negotiating positions on international trade and investment issues: Contribute to the development and execution of legal aspects of South Africa's trade and investment agreement negotiations. Manage technical legal work for multilateral, regional and bilateral negotiations (e.g., WTO, SADC, AfCFTA, Tripartite, EU, EPA, UK EPA). Prepare reports, technical notes, analytical assessments, recommendations and briefings on legal aspects in negotiations. Legally vet positions and formulate or contribute to the formulation of legal text that reflects negotiation outcomes. Lead or support negotiating teams and provide persuasive legal arguments and analysis. Provide legal analysis and opinions on various international trade and investment issues: Advise on South Africa's obligations and rights under international agreements and analyse complex technical information. Conduct research and provide legal inputs, including statistical research to support negotiations and policy making. Prepare reports, papers, briefings and speaking notes for senior management and respond to ad-hoc legal enquiries. Coordinate inputs in the initiation and defence of disputes in the WTO and in terms of SA's regional trade and investment agreements: Act as contact point for coordination of disputes and provide logistical and technical assistance to line-function departments. Support management of legal processes in conjunction with external counsel where required and draft statements of claim or defence. Provide legal advice to the various Branches within the dtic on international trade and investment and input on review of legislation: Provide general legal advice on operational issues arising in trade and investment agreements and support ratification and liaison with State Law Advisors. Provide input to the review or amendment of existing legislation related to trade and investment. Sub-directorate management: Manage collation of inputs into quarterly and annual reports, business plans and targets. Monitor financial resources and assets of the unit (budget input ±R3 million) and manage human resources of the sub-directorate. Manage reporting on financial and operational risk and ensure performance management processes are completed within prescribed timeframes.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103

NOTE

: In terms of the dtic's EE requirements, preference will be given to Coloured female, Coloured male, White male and persons with disabilities.

POST 07/74

ASSISTANT DIRECTOR: PLASTICS (IC&G-081)

Overview: To provide technical and administrative support in developing and advising on Plastics sector processes, policies and programmes.

SALARY

: R582 444 per annum, (level 10)

CENTRE

: Sunnyside, Pretoria

REQUIREMENTS

: A qualification at NQF level 7 in Chemistry/ Commerce or relevant qualification. 3-5 years' experience Plastics Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review plastics baseline document. Conduct a survey on plastics industrial development and plastics Industry competitiveness development. Conduct plastics industrial sector economic analysis of industrial viability and provide draft recommendations. Compile and maintain the electronic database for the Plastics industry analysis reports. Collate and analyze standardized data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors within the Plastics sector. Conduct analysis and provide draft recommendations. Conduct research on issues related to competitiveness and development of sub-sectors and the localisation of sectors. Provide technical inputs into developing, reviewing and implementing Plastics policies and strategies. Coordinate and participate in the workshops which identifies the value of chain and action plans for the Plastics sector. Record and produce a summary report and minutes on the workshop discussions. Develop and maintain partnership with all the dtic staff and Plastics sector. Provide an update on the industry development and competitiveness of this sector. Provide effective communication regarding outputs and activities of the stakeholders. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Plastics sector

initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Plastics Industry. Review and compile a report on economic statistics in Plastics sector every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs.

ENQUIRIES
NOTE

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
: In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

POST 07/75

: **ASSISTANT DIRECTOR: METALS 1(FERROUS) (IDD/ METALS 1-113)**
Overview: To provide technical and administrative support in developing and advising on Metals 1 (Ferrous) processes, policies and programmes.

SALARY
CENTRE
REQUIREMENTS

: R582 444 per annum (level 10)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by the SAQA in Economics/ Commerce or relevant qualification. 3-5 years' experience in Metals industry environment in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review Metals 1 (Ferrous) baseline document. Conduct a survey on Metals 1 (Ferrous) development and Metals 1 (Ferrous) Industry competitiveness development. Conduct Metals 1 (Ferrous) industrial sector economic analysis of industrial viability and provide draft recommendations. Compile and maintain the electronic database for the Metals 1 (Ferrous) industry analysis reports. Collate and analyze standardized industry data performance on the sector and produce reports 1.6 Conduct research on issues related to competitiveness and development of sub-sectors within the Metals 1 (Ferrous) sector. Conduct analysis and provide draft recommendations. Provide inputs in research work conducted by external service providers. Provide technical inputs into developing, reviewing and implementing Metals 1 (Ferrous) policies and strategies. Coordinate and participate in the workshops which identifies the value of chain and action plans for the Metals 1 (Ferrous) sector. Record and produce a summary report and minutes on the workshop discussions. Provide technical inputs in the implementation of policies and strategies. Develop and maintain partnership with all the dtic staff and Metals 1 (Ferrous) sector. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Metals 1 (Ferrous). Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Metals 1 (Ferrous). Review and compile a report on economic statistics in the Metals 1 (Ferrous) every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs.

ENQUIRIES
NOTE

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
: In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

POST 07/76

: **ASSISTANT DIRECTOR: CLOTHING AND TEXTILES (IC&G-022)**
Overview: To provide technical and administrative support in developing and advising on Clothing & Textiles processes, policies and programmes

SALARY
CENTRE
REQUIREMENTS

: R582 444per annum (level 10)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by the SAQA in Economics/ Commerce or relevant qualification. 3-5 years' experience in Clothing and Textile Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review Clothing & Textiles baseline document. Conduct a survey on Clothing & Textiles development and Clothing & Textiles Industry competitiveness development. Conduct Clothing & Textiles) industrial sector economic analysis of industrial viability and provide draft recommendations. Compile and maintain the electronic database for the Clothing & Textiles industry analysis reports. Collate

and analyze standardized data performance and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors within the Clothing & Textiles sector. Conduct analysis and provide draft recommendations. Provide inputs in research work conducted by external service providers. Provide technical inputs into developing, reviewing and implementing Industrial Waste Water Treatment policies and strategies. Coordinate and participate in the workshops that identify the value of chain and action plans for the Clothing & Textiles sector. Record and produce a summary report and Minutes on the workshop discussions. Develop and maintain partnership with all the dtic staff and Clothing & Textiles sector. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Clothing & Textiles sector initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Clothing & Textiles Industry. Review and compile a report on economic statistics in Clothing & Textiles every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs.

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
 : In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities

POST 07/77

: **ASSISTANT DIRECTOR: CHEMICALS (IC&G 073)**
 Overview: To provide technical and administrative support in developing and advising on Chemicals sector processes, policies and programmes.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (level 10)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 in Chemistry/ Commerce or relevant qualification
 3-5 years' experience Chemicals Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review Chemicals baseline document. Provide a scope of what Chemicals should be. Conduct a survey on Chemicals industrial development and competitiveness development. Conduct Chemicals industrial sector economic analysis of industrial viability and provide draft recommendations. Provide technical inputs into the dtic's industrial Waste Management and recycling positions, industry developments initiatives (manufacturing initiatives) and industrial efficiency initiatives. Compile and maintain the electronic database for the Chemical industry sectoral stakeholders and manufacturers. Collate and analyze standardized industry data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors and the localisation of sectors. Provide technical inputs into developing, reviewing and implementing Industrial Chemicals policies and strategies. Coordinate and participate in the workshops which identify the value of chain and action plans for chemicals sector's procurement. Record and produce a summary report on the workshop discussions. Develop and maintain partnership with all the dtic staff and Chemicals sector. Provide an update on the industry development and competitiveness of this sector. Provide effective communication regarding outputs and activities of the external Stakeholders. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Chemicals sector initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Chemicals Industry. Review and compile a report on economic statistics in chemical sector every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs. Ensure the submission of quarterly reports are compiled

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103.
 : In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

<u>POST 07/78</u>	:	<u>ASSISTANT DIRECTOR: AGRO-PROCESSING 1 (IC&G-100 & IC&G-099)</u> Overview: To provide input in developing and advising on Agro-Processing 1 sector (beverages, fresh fruits, canned fruits, organics and nuts) processes, policies and programmes.
<u>SALARY</u>	:	R582 444 per annum (level 10)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Chemistry/ Commerce or relevant qualification. 3-5 years' experience in Agro-Processing Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.
<u>DUTIES</u>	:	Develop and review Agro-Processing 2 sector baseline document. Provide a scope of what Agro-Processing 2 sector should be. Conduct a survey on Agro-Processing 2 sector industrial development and competitiveness development. Conduct Agro-Processing 2 sector industrial sector economic analysis of industrial viability and provide draft recommendations. Provide technical inputs into the dtic's Agro-Processing 2 sector developments initiatives (manufacturing initiatives) and industrial efficiency initiatives. Compile and maintain the electronic database for the Agro-Processing 2 sector stakeholders and manufacturers. Collate and analyze standardized industry data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors and the localisation of sectors. Provide technical inputs into developing, reviewing and implementing Industrial Agro-Processing 2 sector policies and strategies. Coordinate and participate in the workshops which identify the value of chain and action plans for the Agro-Processing 2 sector's procurement. Record and produce a summary report on the workshop discussions. Develop and maintain partnership with all the dtic staff and Industrial Agro-Processing 2 competitiveness of this sector. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Agro-Processing Industry initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Agro-Processing Industry. Review and compile a report on economic statistics every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs. Ensure the submission of quarterly reports are compiled.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103.
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 13 March 2026

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

MANAGEMENT ECHELON

POST 07/79 : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 130326/01**

(Re-advertisement, applicants who have previously applied may re-apply)
Branch: Corporate Support Services Cd: Human Resource Management

SALARY : R1 494 900 per annum (Level 14) (All-inclusive salary package)

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An Undergraduate qualification in Human Resource Management or related field at (NQF level 7) as recognized by SAQA. Five years of experience at senior managerial level in a Human Resource value chain. Extensive work experience in a complete range of Human Resources functions and environment (Human Resource Planning and Recruitment, Employee Relations, Human Resource Performance and Development, Human Resource Administration and Employee Health Wellness at Senior Management Level) and all regulatory frameworks and HR prescripts. Understanding of strategic capability and leadership. Knowledge of programme and project management. Understanding finance, change and knowledge management principles. Planning and organizing skills. Service delivery and innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Lead the management of the provision of human resource administration services. Oversee the accurate and timely management of HR records payroll administration, benefits management and compliance with labour regulations. Oversee the planning and talent management of the workforce. Lead the development and execution of workforce planning strategies to ensure the

organization attracts, develops, and retains top talent. Lead the provision of employee health and wellness programmes. Monitor the effectiveness of wellness programmes and make recommendations for continuous improvement. Oversee the rendering of employee relations services. Lead the resolution of employee conflicts, grievances, and disciplinary issues in accordance with organizational policies and legal requirements. Lead the management of human resource development and professional capacity. Oversee the identification of skill gaps and the creation of targeted development plans to build the workforce's professional capacity. Lead and oversee the Learning Academy in the department by ensuring the execution of proper training and skills development. Promote and implement the framework on professionalization in the public sector. Management of human and financial resources in the chief directorate.

ENQUIRIES : Ms N Fundakubi, Tel No: (012) 336 8197
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/80 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: 130326/02**
 Branch: Water And Sanitation Services Management Ec Cd: Provincial Operations Eastern Cape

SALARY : R1 494 900 per annum (Level 14) (All-inclusive salary package)
CENTRE : King William's Town
REQUIREMENTS : A Bachelor's degree in Natural Sciences or Environmental / Agriculture / Engineering / Economic Science or Hydrology at NQF 7. An NQF 8 qualification in Natural or Social Science / Scientific Environment / Financial Management or equivalent will be an added advantage. Eight (8) to ten (10) years' experience in Water and Sanitation and related environment of which five (5) years must be on a Senior Management level. The disclosure of a valid unexpired driver's license. Understanding of Water and Sanitation Engineering and river systems (dams, rivers, pumps). Understanding of practical engineering principles. Knowledge of project and programme management. Knowledge of Human Resources Management. Knowledge of industrial relations. Understanding of procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.

DUTIES : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDG's, DG, Deputy Minister and Minister. Manage special programmes and institutional development. Effective Human Resources Management.

ENQUIRIES : Ms G Matshego, Tel No: (012) 336 7858
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/81 : **DIRECTOR: WATER INFORMATION INTEGRATION REF NO: 130326/03**
 Branch: Water Resources Management, Cd: National Water Resource Information Management

SALARY : R1 266 714 per annum (Level 13) (All-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor's degree at NQF level 7 in Science or Engineering. A master's degree and Professional registration with Engineering Council of South Africa (ECSA) or South African Council of Natural Scientific Professions (SACNASP) will be an added advantage. At least five (5) years' experience in middle/senior management services. Knowledge and practical experience in water resources management. Strategic capability and leadership. Good communication skills. Excellent computer skills. Planning and organising, people management, conflict management, negotiation, and change management skills. Experience in programme, project management, and financial management skills. Knowledge management, service delivery innovation (SDI). Empowerment, client orientation, and customer focus skills.

DUTIES : Lead the development and maintenance of the National Integrated Water Information System (NIWIS). Lead the review, establishment, and maintenance of national water monitoring governance structures. Coordinate, implement, and support mechanisms to disseminate water and sanitation information and knowledge products. Develop and review water monitoring strategies, policies, and implementation plans. Coordinate the assessment and application of integrated water resource catchment modelling methodologies. Lead the

establishment and maintenance of structures and processes, and the production of the national state of water report. Oversee the coordination of integrated catchment studies. Lead the establishment and maintenance of the secretariat of the South African National Committee for UNESCO Intergovernmental Hydrological Programme (IHP). Lead the establishment and maintenance of stakeholder relationships and institutional cooperation in water and sanitation information management. Lead the provision of knowledge and expertise to support all levels of government and international stakeholders in understanding and solving the critical water and sanitation challenges. Lead the implementation and maintenance of reporting structures and processes to support programme and project management within the National Water Resource Information Management environment. Lead the development and implementation of financial models within the National Water Resource Information Management environment. Lead and champion the digital transformation of water and sanitation monitoring systems.

ENQUIRIES : Dr Moloko Matlala. Tel No: (012) 336 7860
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 07/82 : **ENGINEER PRODUCTION GRADE A – C REF NO: 130326/04 (X2 POSTS)**
 Branch: Water And Sanitation Services Management: Ec Cd: Provincial
 Operations: Eastern Cape: Dir: Infrastructure Development Maintenance

SALARY : R879 342 – R1 323 267 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : King Williams Town

REQUIREMENTS : A Civil Engineering Degree (B Eng/ BSc) qualification. Three (3) years post qualification engineering experience in water services infrastructure development. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for Water Services Infrastructure. Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act, Division of Revenue Act (DoRA) and the Public Finance Management Act (PFMA). Good communication skills both (verbal and written) and the ability to communicate with all sector departments and other institutions. Must be able to work independently, be self-motivated and reliable.

DUTIES : Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in water services infrastructure development. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure, systems, and installations including the preparation of reports of the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the region. Compile, review and comment on the contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to junior personnel, consultants, contractors and water service authority's (WSA). Support functional areas to arrange supply chain management, human resources management and financial needs.

ENQUIRIES : Mr Z Nonjuzana, Tel No: (043) 604 5414
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/83 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 130326/05**
 Branch: Director-General Dir: Risk Management

SALARY : R896 436 per annum (Level 11) (All-inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : An undergraduate qualification in Risk Management/ Auditing / Finance / Accounting/ at NQF level 7. Affiliation with risk management professional body and a valid unexpired driver's license. Post graduate qualification in risk

management and a certification in risk management will be an added advantage. A minimum of Five (5) years risk management experience of which (3) years must be at supervisory level (ASD). Knowledge and understanding on Public Finance Management Act (PFMA), Treasury Regulations, Public Sector Risk Management Framework, human resource and management legislation, policies, practices and procedures. Understanding of the risk management best practices (ISO, COSO) and King Principles. Understanding of departmental policies and procedures. Knowledge of government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : 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. Facilitate the institutionalisation risk management. Promote and institutionalize risk awareness culture and compliance in the department. Coordination of the risk management committees' meetings. Reporting to the risk management committees.

ENQUIRIES APPLICATIONS : Ms R Tema, Tel No: (012) 336 8759
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 07/84 : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATOR, ICT INFRASTRUCTURE AND CLOUD SERVICES REF NO: 130326/06**
Branch: Corporate Support Services Dir: Infrastructure And Operations

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Pretoria Head Office
: A relevant NQF level 6 qualification in Information Technology. HP/3Com networking, A+ and N+ certificate. Five (5) years with supervisory experience in WAN and LAN administration. Knowledge in information and communication technology. Knowledge of HP/3Com networking. Knowledge at Cisco networking. Knowledge of information security protocols. Knowledge of techniques and procedures for the planning and execution of IT operations. Problem solving and analysis. Knowledge in customer relations. Understanding of public financial management act (PFMA), Public Service Act and regulation. Understanding of government legislation. Knowledge of IT regulations, practice notes, circulars and policy frameworks. Understanding of public supply chain management models and processes. Knowledge of contract management. Knowledge of analytical procedures. Understanding delegation authority. Understanding framework for managing performance information. Knowledge of business strategy transactions and alignment. Good communication skills both (verbal and written). Understanding of project and programme management. Client orientation and customer focus. Accountability and ethical conduct. Problem solving and analysis. People and diversity management. Good communication skills both (verbal and written).

DUTIES : Administer, configure, and maintain WAN (Wide Area Network) and LAN (Local Area Network) systems to ensure optimal performance in DWS head office and across all DWS Regional offices. Manage HP/3Com and Cisco networking equipment, including routers and switches. Conduct regular network performance analysis and troubleshooting to resolve connectivity issues. Implement proactive measures to prevent recurring network problems. Provide user support, network management and network monitoring. WAN and LAN research, planning, design and implementation.

ENQUIRIES APPLICATIONS : Mr T Diradingwe, Tel No: (012) 336 8466
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 07/85 : **PERSONAL ASSISTANT REF NO: 130326/07**
Branch: Provincial And Entity Governance And International Cooperation

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Pretoria Head Office
: A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good

office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES

: Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.

ENQUIRIES

: Mr V Molatana, Tel No: (012) 336 8610

APPLICATIONS

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

THE PRESIDENCY

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

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms L Mphahlele
- CLOSING DATE** : 13 March 2026
- NOTE** : Candidates will be subjected to a security clearance up to the level of "Top Secret". Applications must quote the relevant reference number and include only TWO (2) documents. A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. All shortlisted candidates for all posts will be subjected to a technical/practical exercise and integrity assessment. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks on criminal record, citizen verification, financial records, qualification and applicants could be required to provide consent for access to their social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated.

OTHER POSTS

- POST 07/86** : **DEPUTY DIRECTOR: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM**
REF NO: SEIAS/PRES/2026
- SALARY** : R1 059 105 per annum (level 12) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor Honours Degree/ Post Graduate Diploma/ Bachelor's Degree or equivalent on NQF level 8 as recognised by SAQA. Minimum of 3-5 years' relevant experience. Candidate must have the following competencies: Be professional, highly motivated, initiate and critical thinker who will be able to gather and analyse information skilfully. Communications skills. Have excellent computer skills. High-level research skill. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. High-level negotiation and decision-making ability. Have sense of urgency and ability to identify and resolve problems in a timely manner. Relationship building and teamwork skills. Excellent in litigation

matters as well as executive matters. Be able to work independently and under pressure. Monitoring and evaluation. Integrity and trust. Knowledge management: Problem solving and analysis. Good computer knowledge. Good decision-making skills. Applied strategic thinking. Negotiating techniques. Business acumen. Consultation skills. Program and project management. Maintain confidentiality. Financial management. Data management and analysis. Public Service Regulatory Framework. Policy formulation process within government.

DUTIES : The successful candidate will be responsible for the following duties: The facilitating of the implementation of SEIAS to national departments under ESIEID and ICTS Government Clusters. Policy analysis and facilitate evidence-based policy making in government. Providing of support in the implementation of SEIAS to allocated provinces and municipalities. Monitoring improvement of draft policies, regulations and legislation. Development of frameworks to track post-approval of proposal (legislation, policies and regulations). Managing of the SEIAS IT System, documentation, internal relations and staff.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: SEIAS/PRES/2026 (with no spaces).

POST 07/87 : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: INTEGRITY/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus NQF level 6 Diploma/Advanced Certificate in Internal Auditing, Accounting, Public Administration, Forensic Accounting, Legal. A minimum of 3-4 years' middle management services experience in Integrity Management and or Forensic Investigations. Certified Fraud Examiner will be an added advantage. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours when necessary. Problem solving and analysis. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change management. Stakeholder management. Knowledge management: Public Service Regulatory Framework. Policy formulation process within government. Public Finance Management Act. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership technique. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques. Technical skills: Investigative skills; Anti-corruption strategy and implementation; Risk and fraud assessment; Data analysis and reporting.

DUTIES : The successful candidate will be responsible for the following duties: Support for the Executive Ethics Code (Financial Disclosures of the Members of the Executive, Deputy Ministers and Commissioners) Legislation: The Executive Members' Ethics Act 82 of 1998 and the Executive Ethics Code). Facilitate the conducting of lifestyle Audits for Members of the Executive. Continuous providing support for the review of the Executive Members' Ethics Act and the Executive Ethics Code. Coordinate the interface with Parliament on the Executive Financial Disclosures). Support the development and collaboration with Cabinet Office and NSG on ethical leadership training and coaching programmes for Members of the Executive (National and Provincial). Provide support to collaborate with COGTA on the coordination of local government Members of the Executive Financial Disclosures and Lifestyle Audits. Facilitate the coordination Appeals to the Appeals Authority (Director-General): Legislation: Appeals Advisory Committee Charter in terms of the Chapter V, section 16(b) of the PSA 1994. Provide support on the implementation of the SSC response plan. Provide support on the coordination on the implementation of the National Anti-corruption strategy. Provide support in the preparation of the annual NACS implementation report.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: INTEGRITY/PRES/2026 (with no spaces)

POST 07/88 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: BUDGET/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus a relevant Diploma/Advanced Certificate in Financial Management/Accounting or an equivalent qualification on NQF level 6 as recognised by SAQA. Minimum of 3-5 years' experience in Finance environment. Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Knowledge of Budgeting preparation and analysis. Knowledge of BAS, PERSAL. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical Thinker, Report writing and Presentation. The understanding of Financial Statements will serve as an advantage

DUTIES : The successful candidate will be responsible for the following duties: Co-ordinate and consolidate inputs for compilation of Medium term Expenditure Framework (MTEF). Co-ordinate and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Compile adjustment Estimates of national expenditure (AENE) (reprioritisation, additional funds requests, movement of funds) for the branches. Allocate funds to the various responsibilities within the branches. Co-ordinates inputs for in Year Monitoring Report to the branches. Compile expenditure forecasts for the branches. Compile management reports on monthly basis. Give advice to budget managers and on issues relating to budget. Costing of the establishment. Assist with the preparation and review of the Financial Statements.

ENQUIRIES : Ms Beverly Nkwana Tel No: (012) 300 5911

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

POST 07/89 : **REMUNERATION SPECIALIST REF NO: REMUNERATION/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Diploma/Advanced Certificate OR equivalent qualification on NQF level 6. A Professional Certification in Global Remuneration Practice (GRP) will add as advantage. A minimum of 3-5 years' experience in HRM, remuneration and benefits analysis environment, in one of the following institutions: Government, National Parliament / Legislature, Judiciary, Constitutional Institution and Traditional Leadership structures in South Africa; and at least 3 years should be at middle management services. Exposure to statistical data analysis and interpretation, good knowledge of the applicable legislations framework and sound understanding and application of job evaluation principles. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques.

DUTIES : The successful candidate will be responsible for the following duties: Provide remuneration research, administration and reporting support to the head of Secretariat and Commission with regard to specified public office. Conduct research and analysis on remuneration and reward strategy and practices in relevant public office bearer institutions. Execute and update job profiling, grading and benchmarking exercises in respect of relevant position: authorities, judiciary

and traditional leadership structures. Monitor and review all processes relating to remuneration of relevant office bearers. Report to and advise the Head of the Secretariat on remuneration strategy developments, trends, practices and suggestions. Liaise with stakeholders in the relevant institution with regard to remuneration issues. Establish direct communication structures with relevant stakeholders. Support the Head of Secretariat and the commission with regard to specified public office bearer positions in different spheres of government. Prepare submissions in respect of remuneration within the relevant institutions. Assist the Head of Secretariat by ensuring good governance, sound planning and ensuring sustainable administration and resource utilization.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: REMUNERATION/PRES/2026 (with no spaces)

POST 07/90 : **PERSONAL ASSISTANT REF NO: PA/PRES/2026**

SALARY : R325 101 per annum (level 7)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a Secretarial Diploma or equivalent qualification with a minimum of 3-5 years' experience in rendering a support service to senior management. Candidate must have the following competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management. Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Knowledge management: Public Service Regulatory Framework. Policy formulation process within Government. Public Finance Management Act. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques. Knowledge of assessment and reviews techniques. Medium Term Expenditure Framework and Budget process. Financial accounting (including principles of GAAP/GRAP). Good understanding of protocol and security measures. Good knowledge of travel and subsistence procedures. Candidate must have the following technical skills: Analytical skills. Negotiation skills. Problem solving and analysis. Have excellent telephone etiquette. Project management skills. Good office management skills.

DUTIES : The successful candidate will be responsible for the following duties: Provide personal, secretarial and logistical support to the Office of the Chief Operations Officer. Effectively manage the diary of the Chief Operations Officer. Participate in the compilation of the office budget and MTEF processes. Attend to telephonic and electronic enquiries. Make travel arrangement for the chief Operations Officer, including visas and accommodation. Assist with coordination of special activities such as meetings, interviews, workshops and events. Accompany the Chief Operations Officer on visits (nationally and internationally) as and when required. Execute any other duties as directed by the office.

ENQUIRIES : Mr. K Futhane Tel: (012) 300 5995
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: PA/PRES/2026 (with no spaces)

POST 07/91 : **SECRETARY REF NO: SECRETARY/PRES/2026**

SALARY : R228 321 per annum (level 5)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) with a minimum of 1-2 years' experience related to administration and secretarial duties. A minimum Bachelor's Degree or / National Diploma in will add advantage. Competencies and knowledge: communication, both oral and writing. Client orientation and customer focus. Good interpersonal skills. Computer literacy. Organising and planning skills. Problem solving and analysis. Integrity and trust. Being able to work under pressure. Knowledge of Public Service Regulatory Framework. Exposure to HRM&D, remuneration and benefits analysis environment.

DUTIES : The successful candidate will be responsible for the following duties: Provide secretarial and administrative support to the Directorate. Receive and screen all calls. Keep the diary accurate by recording appointments and events. Remind

the Director of the meeting scheduled. Coordinate meetings by booking venues and arrange refreshments. Record minutes and decision matrix during the staff meetings of the Directorate. Maintain filing system. Handling all incoming and outgoing correspondence. Perform delegated duties. Prepare supervisor meeting files/documents. Make travel and accommodation arrangements for staff in the Directorate. Submit all financial claims. Track Directorates submissions. Assist in administration of leave within the Directorate

ENQUIRIES

: Ms Constance Masemola: (012) 308 1742

NOTE

: NB: Email applications must on the subject line state ONLY the Reference number: Secretary/Pres/2026 (with no spaces)

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

Free State Provincial Government is an equal opportunity affirmative action employer. We intend to promote representativity (race, gender, and disability) in the Province through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

CLOSING DATE : 13 March 2026 At 16:00
NOTE : Directions to applicants: Applications must only be done via the online recruitment platform at: <https://www.erecruitment.fs.gov.za>. Applications filed by hand on the Z83 will unfortunately 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. Applications: Please submit your application before the closing date as late applications will not be considered. If applying for multiple posts, submit separate applications for each post. If you have not heard from us within 1 month, 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. For Attention: Mesdames. M Parkies/ K Majafa

OTHER POST

POST 07/92 : **AUDIT COMMITTEE MEMBER (5 POSTS)**

SALARY : Audit committee members are remunerated per meeting for preparation and attendance at a rate in accordance with Treasury Regulations T20.2.2. as per National Treasury Directive.

CENTRE : Bloemfontein
REQUIREMENTS : A relevant post-graduate degree or equivalent qualification with a minimum of five years' experience in any of the following fields: Accounting/ Auditing/ Financial Management/ Project Management/ Risk Management/ Information Technology/ Legal/ Tourism/ Economics. The candidate should be a registered member of a professional body, with experience of serving in an audit or similar committee. The following will be an added advantage: Integrity, dedication, understanding of public sector business and controls, good communication skills and independent judgement. In terms of Treasury Regulation 27.1.4 – the majority of the member of an audit committee may not be employed by the public entity or the members of the controlling body. In other words, this would be interpreted to mean that the majority of audit committee members must be “non-executive.”

DUTIES : The role and responsibilities of the Audit Committee and consequently its membership will be clearly defined the Audit Committee's Charter and will be aligned with the provisions of Chapter 3 of the Treasury Regulations and Public Sector Internal Audit Framework. The Audit Committee will report to the Executive Authority and Accounting Officer within DESTEA. The Audit Committee will meet at least (4) four times per annum and as determined by needs on the required oversight responsibilities.

ENQUIRIES : Ms M Mokone, Tel. No: (082) 788 5804
NOTE : In terms of section 76 (4) and 77 of the Public Finance Management Act (PFMA) read with Chapter 3 of the Treasury Regulations, applications are hereby invited from interested independent and suitably qualified experts to serve on the DESTEA Audit Committee for a period of three years with effect from 1 August 2026.

DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. H Shabalala, Fidel Castro Building, applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Ms. N Mokotso
- CLOSING DATE** : 13 March 2026
- NOTE** : Directions to applicants Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at <https://www.gov.za> and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should also be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za> . All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Recommended candidates will also be required to undergo a competency assessment The successful candidate will be required to enter into an employment contract and a performance agreement and will also be required to disclose his/her financial interests. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Applications submitted by e-mail must include a Z.83 application form & CV only as one (1) document or attachment, indicating job title and reference number of the post on the subject line of your e-mail.

MANAGEMENT ECHELON

- POST 07/93** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FSPT: 001/26**
- SALARY** : R1 266 714,per annum. (Level 13). (An all-inclusive salary package) (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein

REQUIREMENTS

: A bachelor's degree or advanced diploma (NQF level 7) qualification in Commerce/Management/Public Administration, with a minimum of five (5) years' Middle/Senior Management experience in a supply chain management/financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS and BAS. Computer literacy. Must possess the following skills: Strategic capability-, good business communication-, interpersonal-, analytical-, supervisory and leadership. Valid driver's license.

DUTIES

: Oversee and monitor supply chain, assets, logistics and transport management in the Department. Manage demand and acquisition functions to ensure effective and efficient procurement of goods and services. Ensure effective implementation and management of supply chain management functions in line with the National Treasury SCM framework. Manage risks with regard to supply chain management in the Department to minimize risks and enhance performance with regard to supply chain management processes. Manage logistics processes for effective and efficient payment of procured goods and services. Manage assets and disposal processes in the Department. Develop and implement sound supply chain management policies and procedures. Monitor the implementation and application of the Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment Act (B-BBEE). Respond to Auditor General's audit queries on matters related to supply chain management. Serve as a member of Bid Evaluation Committees and provide technical guidance and assistance to the Evaluation Committees, Specification Committees and Inter-Departmental Bid Committees. Manage the resources of the Directorate to ensure proper functioning of the Directorate.

ENQUIRIES

: Ms. J H Botes Tel No: 083 455 1388 (Office hours only)

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : To Be Posted To: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Ms E Perumal.
- CLOSING DATE** : 20 March 2026.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. All shortlisted candidates will be subjected to a technical assessment and an ethics assessment. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. Applicants may also submit their Z83 and CV via the e-Recruitment System on www.eservices.gov.za. 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 logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the 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 Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.
- MANAGEMENT ECHELON**
- POST 07/94** : **CHIEF DIRECTOR: DISASTER MANAGEMENT REF NO: 26 /2026 (DM)**
Branch: Development And Planning
Chief Directorate: Disaster Management
- SALARY** : R1 494 900 per annum (Level 14) (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of NQF level 7 qualification in Public Management/ Environmental Management/ Social Sciences as recognised by SAQA coupled with at least 5 years Senior Management experience in a Disaster Management Environment as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Disaster Management Policies; Public Service Legislation; Local Government legislation; Project Management; Interpretation of relevant and related legislation; Climate and climate change; Financial management. The candidate must also have: - Project Management skills; Leadership; Team development/ management skills; Decision Making and Problem solving skills; Public Participation; Financial Management; Diplomacy; Good communication skills (written and verbal) with other Government Departments, Municipalities, Traditional Institutions, NGO's, Private Sector Organisations and foreign countries; Good computer skills in Ms Office.
- DUTIES** : Key Responsibilities: The successful candidate will be required to manage and oversee the Disaster Management system in the Province with the following key responsibilities: - Manage and support the implementation of the Disaster

Management Act, Act No. 57 of 2002 and Fire Brigade Service Act; Facilitate and institutionalize integrated and uniform disaster management in the province; Provide a capacity building mechanism in respect of disaster management and fire and rescue services to municipalities; Monitor and evaluate Disaster Management and Fire Services; Manage the development and implementation of policies, procedures and strategies in disaster management, fire and rescue services; Manage the resources of the Disaster Management Centre.

ENQUIRIES : MS B Mgutshini At Tel No: 033 897 5672

OTHER POSTS

POST 07/95 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 27/2026 (HRA)**
Chief Directorate: Human Resource Management And Development
Directorate: Human Resource Administration

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a NQF Level 6 qualification as recognised by SAQA in Labour Relations / Human Resource field coupled with 3 years junior management experience in a labour relations environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of the Labour Relations Act; Public Service Act and Regulations; Collective Agreements; Bargaining Structures and Departmental policies; Negotiations skills; Dispute resolution skills; Facilitation skills; Good communication skills (verbal & written) with other Government organisations, Private sector and Organised Labour; Good computer literacy in MS Office and a valid driver's licence.

DUTIES : key responsibilities: The successful candidate will be required to manage labour relation matters within the Department with the following responsibilities: - Management of grievances and dispute resolution mechanisms; Manage discipline processes; Facilitate collective bargaining; Develop policies and strategies aimed at improving service delivery; Manage the resources of the Sub - Directorate.

ENQUIRIES : MR GN Dlamini At Tel No: 033 260 8038

POST 07/96 : **DEPUTY DIRECTOR: SECURITY REF NO: 28/2026 (AUX)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY : R896 436 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a NQF Level 6 qualification as recognised by SAQA in Security/Police management coupled with 3 years junior management experience in security management. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of the Constitution of the Republic of South Africa; Minimum information Security Standards (MISS); NIA Directives; Control of Access to Public Premises and Vehicle Act; National Key Point Act; State Security Agency Directives; Promotion of Access to Information Act; Minimum Physical Security Standards (MPSS); National Strategic Intelligence Act; Public Service Act and Regulations; Public Finance Management Act; Promotion of Access to Information Act; Promotion of Administrative Justice Act; Criminal Procedure Act; Occupational Health and Safety Act; Memorandum of understanding of VIP Services; Department Security Policy Act; Electronic Security Systems; Control room operation; Events Management; SSA Security Managers Course; Planning and organising; Investigation; Interpersonal relations; Negotiation skills; Research and data analysis; Report writing; Presentation skills; Leadership skills; Supervision; Diplomacy; Facilitation skills; Project planning/management; Good communication skills (verbal & written) internally: Departmental staff, management, HOD and MEC; Externally: State Security Agency (SSA), South African Police Services (SAPS), Crime Intelligence, Provincial Department, national Departments, General Public; Good computer literacy in MS Office and a valid driver's licence.

DUTIES : Key Responsibilities: The successful candidate will be required to manage effective and efficient security services within the Department with the following

- responsibilities: - Manage the provision of physical security support services (Personnel, Assets, Building); Develop and implement vetting and classified documents policies and procedures; Ensure Information security management; Develop policies and strategies aimed at improving service delivery; Manage the resources of the Sub - Directorate.
- ENQUIRIES** : MS Z Mtshali At Tel No: 033 260 8028
- POST 07/97** : **ACCOUNTING CLERK: EXPENDITURE REF NO: 29 /2026 (FM)**
Chief Directorate: Financial Management
Directorate: Financial Accounting
- SALARY REQUIREMENTS** : R228 321 per annum (Level 5)
: The ideal candidate must be in possession of a Grade 12 certificate with demonstration of knowledge and skills in a financial field. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: - Pastel Evolution; PFMA; Treasury Regulations; Supply Chain Management; Internal Control procedures; Traditional Financial Management Expenditure Management practice notes and Traditional Council expenditure procedures; numeric and mathematical accuracy; Accounting skills; Planning; Organizational skills; Good communication skills (written and verbal) with internal and external programme/responsibility managers, officials, banks, households and other Provincial departments; Good computer skills in MS Office.
- DUTIES** : Key Responsibilities: The successful candidate will be required to provide an integrated financial administrative support to Traditional Institutions with the following key responsibilities: - Receive monthly Traditional Council expenditure schedules and verify supporting financial documents; Process monthly Traditional Council payments; Reporting on monthly financial transactions; Financial Management Improvement and Capacity building (Projects).
- ENQUIRIES** : MR SK ngubane at Tel No: 033 260 8016

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs." Please Note That Applicants Should Only Use One Of The Following Methods When Applying For A Post: Either Through The Online E-Recruitment System, Emailing The Z83 And Cv Directly To The Relevant Department, Or Submitting A Hardcopy Application As Directed. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, Or hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwa.
- CLOSING DATE** : 13 March 2026 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources.

Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to meet any travel and subsistence costs relating to recruitment processes.

OTHER POSTS

<u>POST 07/98</u>	:	<u>DEPUTY DIRECTOR: WOMEN ECONOMIC EMPOWERMENT REF NO: DD- WEE 01/FEB 2026</u> Business Unit: Women And People With Disabilities Economic Empowerment
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years' junior management experience in Business Development, Project Management (Project Conceptualization, Stakeholder Interaction and Management as well as Financial Management), Empowerment of target groups (women/ youth/people with disabilities), and Formulation of Economic Development concepts. A valid driver's License.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and coordinate enterprise development, skills and capacity building programme for women; Facilitate women's economic empowerment and stakeholder partnerships in the KZN Province; Facilitate and coordinate initiatives to support Gender Based Violence Victims; Develop and implement transformation policies, strategies, frameworks and plans in the Province; Manage the resources of the Sub-directorate and Compliance. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of women development and target groups strategies and policies; B-BBEE Act, Codes of Good Practice and Strategies; Public Service Act and other relevant Public Acts; Business Development Strategies; Understanding of broad transformation and industrial strategies and policies in the Province and National; Research Methodologies; Sustainable Economic Development strategies; Feasibility studies, Sector studies, Business plans; Integrated Development Plans, Project financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District level; Interpreting and Analysing Economic

Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principles. Skills such as Communication skills (verbal and written), presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

**ENQUIRIES
NOTE**

: Ms. N Nzama: Tel. No. 033 264 2708
 : All the appointments will be made in accordance with the employment equity targets of the department, which is African female, coloured female, Indian female, and people with disabilities who meet the requirements are encouraged to apply.

POST 07/99

: **DEPUTY DIRECTOR: PEOPLE WITH DISABILITIES ECONOMIC
EMPOWERMENT REF NO: DD- PDEE 02/FEB 2026**
 Business Unit: Women And People With Disabilities Economic Empowerment

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11)
 : Head Office: Pietermaritzburg
 : An appropriate Bachelor's Degree/Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years' junior management experience in Business Development, Project Management (Project Conceptualization, Stakeholder Interaction and Management as well as Financial Management), Empowerment of target groups (women/ youth/people with disabilities), and Formulation of Economic Development concepts. A valid driver's License is required. EDTEA is committed to providing reasonable accommodations to qualified individuals with disabilities.

DUTIES

: Key Performance Areas: Facilitate and coordinate enterprise development, skills and capacity building programme for entrepreneurs with disabilities; Facilitate market and financial access for entrepreneurs with disabilities; Facilitate economic empowerment for entrepreneurs with disabilities and stakeholder partnerships in the KZN Province; Develop and implement transformation policies, strategies, frameworks and plans in the Province; Manage the human and financial resources of the Sub-directorate. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of People with Disabilities strategies and policies; B-BBEE Act, Codes of Good Practice and Strategies; Public Service Act and other relevant Public Acts; Business Development Strategies; Understanding of broad transformation and industrial strategies and policies in the Province and National; Research Methodologies; Sustainable Economic Development strategies; Feasibility studies, Sector studies, Business plans; Integrated Development Plans, Project financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District level; Interpreting and Analysing Economic Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principle. Skills such as Communication skills (verbal and written), Presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

ENQUIRIES

: Ms. N Nzama: Tel No: 033 264 2708

NOTE : NB: all the appointments will be made in accordance with the employment equity targets of the department which is people with disabilities, African male, coloured male and ndian male who meet the requirements are encouraged to apply. for people with disabilities, reasonable accommodations will be provided for the application process and the job itself.

POST 07/100 : **DEPUTY DIRECTOR: LOCALISATION OF OPPORTUNITIES TOWNSHIP AND RURAL ECONOMIE REVITALIZATION REF NO: DD- TRER 03/FEB 2026 (X 2 POSTS)**
Business Unit: Economic Empowerment

SALARY : R896 436 - R1 055 958 per annum (Level 11)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree / Three-year National Diploma in Business Management/ Business Administration/ Economics at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years' junior management experience in project management (project conceptualization, stakeholder interaction and management, financial management and monitoring), development work in township and rural areas, and the formulation of economic development concepts. A valid driver's License.

DUTIES : Key Performance Areas: Facilitate and coordinate the implementation of Township and Rural Economies Revitalization; Facilitate Access to finance and markets for township and rural based enterprises; Facilitate the establishment of sound stakeholder management processes and partnerships; Develop and implement policies, strategies, frameworks and plans relevant to Localization of Opportunities Township and Rural Economies Revitalization (TRER) in the Province; Manage the human and financial resources of the Sub-directorate. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of Legislation, Policy and Strategy affecting Township and Rural Economic Development; Provincial Economic Transformation policies and strategies; Research Methodologies; Sustainable Economic Development strategies; Feasibility Studies, Sector Studies, Business Plans, Integrated Development Plans, Project Financing, SWOT and Economic Development Plans; Economic Environment of KZN and at District Level; Partnerships for Economic Development; Interpreting and Analysing Economic Information as well as Project and Contract Management. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principle. Skills such as Research, Planning and organizing, Verbal and written communication (isiZulu & English proficiency), Negotiation and Networking, Ability to interact with people at all levels, Time management, Interpersonal relations, Project development, management and monitoring, Business planning, Report writing and Presentation skills, Budgeting, Analytical thinking and problem solving, as well as Computer Literacy. Attributes such as Self-confidence, Integrity and trust, Client orientation, Ability to work in teams as and when necessary, Independent work and result-oriented, Ability to motivate others and show initiative, as well as Ability to learn continuously.

ENQUIRIES : Mr. B Mkhize: Tel No: 033 264 2641

NOTE : NB: all the appointments will be made in accordance with the employment equity targets of the department, which is african male, coloured male, indian male, and people with disabilities who meet the requirements are encouraged to apply.

POST 07/101 : **DEPUTY DIRECTOR: BLACK INDUSTRIALIST PROGRAMME REF NO: DD-BIP 04/FEB 2026 (X 2 POSTS)**
Business Unit: Black Industrialist Programme

SALARY : R896 436 - R1 055 958 per annum (Level 11)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree / Three-year National Diploma in Business Management / Business Administration/ Economics / Production / Operations Management at NQF Level 6/7 as recognized by SAQA. A minimum of 3 years'

- junior management experience in Enterprise Development in the manufacturing space or Industrial Development project. valid driver's License.
- DUTIES** : Key Performance Areas: Facilitate the implementation of the KZN Black Industrial Framework; Facilitate the KZN Black Industrialist stakeholder partnerships; Facilitate market and financial access for KZN Black Industrialists; Develop and implement policies, strategies, frameworks, and plans relevant to the Black Industrialist Programme; Manage the human and financial resources of the Sub-directorate. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of Manufacturing value chains, New Regulatory Frameworks for the Public Service, National Industrial Policy Framework, National Development Plan, Integrated Action Plan, Economic Development Plans, Provincial Growth & Development Strategy, National R&D and Innovation Strategy, Industrial Policy Action Plan, National & Provincial Economic Transformation Policies and Strategies as well as Black Industrial Policy and Enterprise Development and Interpreting and Analysing Economic Information. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Promotion of Administrative Justice Act, Project Management Principle. Skills such Research, Planning and organizing, Verbal and written communication (isiZulu & English proficiency), Negotiation and Networking, Ability to interact with people at all levels, Time management, Interpersonal relations, Project management, Business profiling, Report writing and Presentation skills, Budgeting and financial management, Stakeholder management, Analytical and Innovative thinking, problem solving, mentorship and people management as well as Computer Literacy. Attributes such as Competence, Vision, Integrity, Transparency, Respect, Honesty & trustworthy, Team-player, as well as Commitment.
- ENQUIRIES** : Mr. P. Mthembu: Tel No: 033 264 2789
- NOTE** : NB: all the appointments will be made in accordance with the employment equity targets of the department, which is African male, coloured male, Indian male, and people with disabilities who meet the requirements are encouraged to apply.
- POST 07/102** : **SECRETARY TO DIRECTOR: BLACK INDUSTRIALIST PROGRAMME REF NO: SEC TO DIR BIP/05 FEB 2026**
Business Unit: Economic Empowerment
- SALARY** : R228 321 – R268 950 per annum (Level 5)
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of Grade 12 or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite.
- DUTIES** : Key Performance Areas: The successful candidate will be required to Provide a secretarial/receptionist support service to the Director i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Process all invoices that emanate from the activities of the work of the Manager, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director. Essential

Knowledge, Skills, And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation/ policies/ prescripts and procedures Reporting formats/templates of the organisation Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

ENQUIRIES

: Mr. P Mthembu: Tel No: 033 264 2789

NOTE

: all the appointments will be made in accordance with the employment equity targets of the department. people with disabilities are encouraged to apply.this post is only open to people residing in kwazulu-natal

POST 07/103

: **SECRETARY TO DIRECTOR: LOCALISATION OF OPPORTUNITIES, TOWNSHIP AND RURAL REVITALISATION REF NO: SEC TO DIR TRER /06 FEB 2026**

Business Unit: Economic Empowerment

SALARY

: R228 321 – R 268 950 per annum (Level 5)

CENTRE

: Head Office: Pietermaritzburg

REQUIREMENTS

: The ideal candidate must be in possession of Grade 12 or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite.

DUTIES

: Key Performance Areas: The successful candidate will be required to Provide a secretarial/receptionist support service to the Director i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e Process all invoices that emanate from the activities of the work of the Manager, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director. Essential Knowledge, Skills, And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation/ policies/ prescripts and procedures Reporting formats/templates of the organisation Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

ENQUIRIES : Mr. B Mkhize: Tel No: 033 264 2641
NOTE : All The Appointments Will Be Made In Accordance With The Employment Equity Targets Of The Department. People With Disabilities Are Encouraged To Apply. This Post Is Only Open To People Residing In Kwazulu-Natal E Ad-Dom H/O /01 Jan 2026

POST 07/104 : **SECRETARY TO DIRECTOR: WOMEN & PEOPLE WITH DISABILITIES**
ECONOMIC EMPOWERMENT REF NO: SEC TO DIR WPDEE /07 FEB 2026
Business Unit: Women & People With Disabilities Economic Empowerment

SALARY : R228 321 – R268 950 per annum (Level 5)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of Grade 12 or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite.

DUTIES : Key Performance Areas: The successful candidate will be required to Provide a secretarial/receptionist support service to the Director i.e. Receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director and other staff within the unit on work processor; and operate office equipment like fax machines and photocopiers; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the Director and the staff in the Directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Process all invoices that emanate from the activities of the work of the Director; Record basic minutes of the meeting of the Director where required; Draft routine correspondence and reports; File documents for the Director and the Directorate where required; Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents; Handle the procurement of standard items like stationery, refreshments, etc; Collect all relevant documents to enable the Director to prepare for meetings; Remains up to date with regard to prescripts/ policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly; remain abreast with the procedures and process that apply in the office of the Director. Essential Knowledge, Skills, And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation/ policies/ prescripts and procedures Reporting formats/templates of the organisation Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minutes taking, Sound organizational skills, good telephone etiquette, high level of reliability. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect and high level of reliability.

ENQUIRIES : Ms. N Nzama: Tel No: 033 264 2708
NOTE : All the appointments will be made in accordance with the Employment Equity Targets of the Department. People with disabilities are encouraged to apply. This post is only open to people residing in Kwazulu-Natal

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Address: Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our

friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE

: 13 March 2026 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE

: Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents (Where a Senior Certificate is a requirement for the post, kindly note that a statement of results will not be accepted. Where a tertiary qualification is required, kindly note that certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted) on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the 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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process. Persons with Disabilities (PWDs) and other designated groups are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 07/105** : **CONTROL PROVINCIAL INSPECTOR: PROVINCIAL DRIVERS LICENCE INSPECTORATE (REF. NO. DOT 01/2026)**
Road Traffic Inspectorate
Public Transport Enforcement Unit
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11) (all-inclusive remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus A Basic Traffic Officer’s Diploma; plus Registered as a Traffic Officer; plus 3-5 years’ management experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in a Traffic Law Enforcement field; plus A valid driving licence (minimum code B); plus No criminal record. Knowledge, Skills and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of operator fitness inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.
- DUTIES** : Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.
- ENQUIRIES APPLICATIONS** : Mr S Sithole Tel No: 033 – 355 8826
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 07/106 : **DEPUTY DIRECTOR: REGIONAL ROAD SAFETY (REF. NO. DOT 02/2026)**
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R896 436 per annum (level 11) (all-inclusive remuneration package)
CENTRE : Regional Office, Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Social Sciences, Communication or Education field (NQF Level 6 or higher); plus 3-5 years' junior/middle management experience in a road safety programme implementation environment; plus A valid driver's licence (minimum Code B); plus Proficiency in IsiZulu and English). Knowledge, Skills and Competencies Required: Knowledge of Traffic Safety Management and Project Management. Knowledge of Road Safety Strategies and Best Practices in the field of Road Safety. Knowledge of the National Road Traffic Act and Regulations. Knowledge of Road Safety Key Priorities. Knowledge of Road Safety Programs and Projects. Knowledge of Data Analysis. Knowledge of Program Development. Knowledge of Public Finance Management Act. Knowledge of Community Development. Facilitation knowledge. Knowledge of Public Service Regulations. Knowledge of Capacity Development and Empowerment. Knowledge of Road Safety Standards. Analytical and innovative thinking skills. Report writing and formulation skills. Ability to work independently. Excellent communication skills, both verbal and written. Presentation skills. Computer skills. Community support and development skills. Organizing skills for arranging workshops and meetings. Policy and strategy development skills. Skills in the management of financial resources. The ideal candidate should be conscientious, committed to community development and innovative. He/she should also have the ability to communicate with people at all levels, be receptive to new ideas and have good people management skills.

DUTIES : Manage provision of road safety education. Plan and co-ordinate road safety projects. Develop policies and strategies aimed at improving service delivery. Manage resources of the Road Safety component.

ENQUIRIES : Mr S Madela Tel No: 033 – 392 6600
APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 07/107 : **ENGINEER PRODUCTION GRADE A (REF. NO. DOT 03/2026) (2 POSTS)**

SALARY : R879 342 per annum (salary depending on experience) (OSD)
(Inclusive flexible remuneration package)
CENTRE : Regional Office, Empangeni
REQUIREMENTS : An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Expropriation, access control, and roadside development services. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

DUTIES : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage regional capital projects. Human capital

		development. Office administration and budget planning. Research and development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LN Dlamini Tel. No: 035- 787 1442
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr C McDougall
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 07/108</u>	:	<u>ENGINEER PRODUCTION GRADE A (REF. NO. DOT 04/2026) (07 POSTS)</u> Mentorship Training Division Directorate
<u>SALARY</u>	:	R879 342 per annum (salary depending on experience) (OSD) (Inclusive flexible remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Mhlabunzima Maphumulo House An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Project and programme management. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges, improve efficiency enhance safety and service delivery. Manage various programmes and projects. Human capital development through mentorship and training. Office administration and budget planning. Research and development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SN Mngomezulu Tel. No: 035- 355 8609
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr C McDougall
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 07/109</u>	:	<u>ENGINEER PRODUCTION GRADE A (REF. NO. DOT 05/2026)</u> Mentorship Training Division Directorate
<u>SALARY</u>	:	R879 342 per annum (salary depending on experience) (OSD) (Inclusive flexible remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Mhlabunzima Maphumulo House: An engineering degree (BEng / BSc (Eng) - Mechanical; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Construction Equipment mechanical maintenance. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of

creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

DUTIES : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage construction plant maintenance and enhancements. Human capital development through mentorship and training. Office administration and budget planning. Research and development.

ENQUIRIES FOR ATTENTION NOTE : Ms SN Mngomezulu Tel. No: 035- 355 8609
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

POST 07/110 : **CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: DOT 06/2026)**
(12 POSTS)
(4-year fixed contract)
Technology Transfer Centre

SALARY CENTRE REQUIREMENTS : R761 157 per annum (OSD)
: Inkosi Mhlabunzima Maphumulo House:
: A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An Honors degree in the Built Environment field of study/ BTech qualification (Built Environment field) with a minimum of one (1) year experience/ National higher diploma (Built Environment field) with a minimum of eighteen (18) months experience/National Diploma (Built Environment field) with a minimum of two (2) years' experience; plus Compulsory Registration with SACPCMP as a Candidate Construction Project Manager; plus A valid driver's licence (minimum code B).
Knowledge, Skills and Competencies Required: Project management principles and methodologies. Knowledge of Legal Compliance. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of technical report writing and networking. Project management skills. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Problem solving and analysis skills.

DUTIES : Manage and co-ordinate all aspects of all projects under the supervision of a Construction Project Manager. Project accounting and financial management. Office administration. Research and development.

ENQUIRIES APPLICATIONS : Ms SN Mngomezulu Tel No: 033 – 355 8609
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position. the successful candidates will be deployed in any office/ district across the province of kwazulu natal

POST 07/111 : **CHIEF PROVINCIAL INSPECTOR REF NO: DOT 07/2026)**
Public Transport Enforcement Unit

SALARY CENTRE REQUIREMENTS : R582 444 per annum (level 10)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus 3-5 years'

supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES

: Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

ENQUIRIES

: Mr S Sithole Tel No: 033 – 355 8826

APPLICATIONS

: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION

: Mr B Hornsby

NOTE

: It is the intention of this Department to consider equity targets when filling these positions.

POST 07/112

: **SENIOR SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY HUMAN RESOURCE ADMINISTRATION DIRECTORATE REF NO: DOT 08/2026**

Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

- SALARY CENTRE REQUIREMENTS** :
- : R468 459 per annum (level 09)
 - : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 - : An undergraduate qualification in Safety Management (NQF Level 6); plus A minimum of 3-5 years' experience in an Occupational Health and Safety environment; plus, Registration with the relevant Professional Body; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the Occupational Health and Safety Act, Regulations, SABS and specifications. Knowledge of the South African Constitution. Sound knowledge of fire protection. Knowledge of the, Labour Relations Act. Extensive knowledge in Occupational Health and Safety. Knowledge of building construction. Knowledge of technical, mechanical and administrative procedures. Knowledge of legislation of procedures. Knowledge of construction regulations. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Occupational Health and Safety Act No. 85 of 1993, Occupational Health and Safety Regulations and Hazardous Substance Act No. 55 of 1998. Knowledge of Fire Protection and Environmental Act. Knowledge of National Building Regulations Act No. 15 of 1973 as amended. Knowledge of Compensation for Injuries and Diseases Act of 1993. Knowledge of Disaster Management Act No. 57 of 2000 as amended. Knowledge of Public Sector policies, procedures and legislation. Knowledge of Access to Information Act and Public Service Regulatory Framework. Knowledge of Basic Conditions for Employment Act No. 55 of 1998 and National Treasury Guideline documents. Computer literacy. Good verbal and written communication skills. Good interpersonal relations skills. Problem solving skills. Policy development and analysis skills. Research, organising, facilitation and planning skills. Project and Basic Financial Management skills. Management skills. Team development and change management skills. Influencing and leadership skills. Decision making skills. Skills in the use of training aids. Report writing skills. Analytical and innovative skills. Firefighting and first aid skills. Self-disciplined and able to work under pressure with minimum supervision. Able to network with all levels of management, staff and outside clients. The ideal candidate should be dedicated, believe in transformation, be loyal, accurate, innovative, independent, time frame driven, meticulous, maintain confidentiality, be proactive, honest and have integrity. He/she should be reliable, patient, show commitment and professionalism, be culturally sensitive, a team player, show perseverance and be punctual.
- DUTIES** :
- : Implement monitoring protocols and corrective action investigations. Co-ordinate the establishment and maintenance of occupational health and safety structures. Provide OHS training and awareness. Provide advice, guidance and input to policies, strategies and procedures pertaining to Occupational Health and Safety (OHS). Supervise staff.
- ENQUIRIES APPLICATIONS** :
- : Mr N Zondi Tel No: 033 – 355 8653
 - : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION NOTE** :
- : Mr B Hornsby
 - : It is the intention of this Department to consider equity targets when filling this position.
- POST 07/113** :
- : **ASSISTANT DIRECTOR: GORVERNMENT OWNED VEHICLES CORPORATE SUPPORT SERVICES DIRECTORATE REF NO: DOT 09/2026**
 - : Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE REQUIREMENTS** :
- : R468 459 per annum (level 09)
 - : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 - : An undergraduate qualification in Public Management Fleet Management (NQF level 6 or higher); plus A minimum of 3 years' supervisory experience in Government/Public Sector Fleet Management; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Departmental Policies and Procedures. Knowledge of the Republic of South Africa Constitution. Knowledge of the Public Service Act and Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations.

Knowledge of the Labour Relations Act. Knowledge of the National Road Traffic Act and related traffic legislation. Knowledge of the National and Provincial Fleet Management policies and procedures. Knowledge of the Transversal Fleet Management Contracts. Knowledge of Employee Performance and Management System. Knowledge of Supply Chain Management Practices and procedures. Knowledge of the Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of the Promotion of Administrative Justice Act. Knowledge of the Skills Development Act, Occupational Health and Safety Act, Employment Equity Act and any other relevant Acts / Legislative Mandates. Language, listening and presentations skills. Analytical thinking and interpersonal relations skills. Computer skills (MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook, Hardcat). Organizational and research skills. Analytical, leadership and financial management skills. Time management, report writing and problem-solving skills. Good communication skills (verbal and written). Conflict and change management skills. Self-disciplined and able to work under pressure with minimum supervision. Project and people management skills. Decision making and facilitation skills. The ideal candidate should be innovative/creative, independent, timeframe driven, meticulous, proactive, honest, reliable, patient and have integrity and the ability to maintain confidentiality. He/she should also be committed, professional, culturally sensitive, punctual, loyal, responsible and punctual.

DUTIES : Ensure the acquisition, utilization, maintenance and disposal of state-owned vehicles. Manage the registration and licenses of state-owned vehicles as well as traffic infringement notices and deal with vehicle abuse. Maintain the vehicles asset register for state-owned vehicles and facilitate the reconciliation of monthly costs for state-owned vehicles. Provide advice and guidance and input to policy. Provide staff supervision.

ENQUIRIES : Mr J Ncube Tel No: 033 – 355 8619
APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 07/114 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: DOT 10/2025**
 (Traffic Information Office)

SALARY : R397 116 per annum (level 08)
CENTRE : Road Traffic Inspectorate, Head Office TMC
REQUIREMENTS : A Senior Certificate; plus Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

ENQUIRIES : Mr BW Davis / Ms SP Msimang Tel No: 033 – 355 0442
APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043,

		Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position. Kindly Note That The 24/7 Shift System Will Be Applicable.
<u>POST 07/115</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR (EF NO: DOT 11/2026)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum (level 08)
	:	Public Transport Enforcement Unit, Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Senior Certificate; plus Traffic Officer's Diploma; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.
<u>DUTIES</u>	:	Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Sithole Tel No: 033 355 8826
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 07/116</u>	:	<u>CANDIDATE ENGINEERING TECHNICIAN (CIVIL) GRADE A REF NO: DOT 12/2026) (16 POSTS)</u> (4-year fixed contract) Technology Transfer Centre
<u>SALARY CENTRE</u>	:	R338 748 per annum (OSD) plus 37% in lieu of benefits
	:	Inkosi Mhlabunzima Maphumulo House:
<u>REQUIREMENTS</u>	:	A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Civil Engineering or relevant qualification: plus Compulsory registration with Engineering Council of South Africa as a "Candidate Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills.
<u>DUTIES</u>	:	Render technical services under supervision. Perform administrative and related functions. Research and Development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SN Mngomezulu Tel No: 033 – 355 8609
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043,

		Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions. The Successful Candidates Will Be Deployed In Any Office/ District Across The Province Of Kwazulu Natal
<u>POST 07/117</u>	:	<u>CANDIDATE ENGINEERING TECHNICIAN (MECHANICAL) GRADE A REF NO: DOT 13/2026 (04 POSTS)</u> (4-year fixed contract) Technology Transfer Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 748 per annum (OSD) plus 37% in lieu of benefits
	:	Inkosi Mhlabunzima Maphumulo House:
	:	A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Mechanical Engineering or relevant qualification. Compulsory registration with Engineering Council of South Africa as a "Candidate Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills.
<u>DUTIES</u>	:	Render technical services under supervision. Perform administrative and related functions. Research and Development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SN Mngomezulu Tel No: 033 – 355 8609
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs .
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions. The Successful Candidates Will Be Deployed In Any Office/ District Across The Province Of Kwazulu Natal
<u>POST 07/118</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCIAL SYSTEMS & CONTROL: REF NO. DOT 14/2026) REVENUE CONTROL (02 POSTS)</u> (Financial Accounting Directorate)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (level 07)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
	:	A Degree/ Diploma or equivalent qualification in Financial Accounting (NQF Level 6 or higher); plus, A minimum of 3-5 years'appropriate experience in Financial Services; plus A valid driver's licence (Code EB or higher). Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of SCOA. Knowledge of systems: Persal and BAS system. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Ability to interpret and apply legislation and policy. Analytical and innovative thinking skills. Writing and verbal communication skills. Computer literacy (Microsoft excel and word). Interpersonal relations skills. Organizing and planning skills. Accountancy skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, and also should have integrity and high level of confidentiality.
<u>DUTIES</u>	:	Reconcile Persal Interface with BAS accounting Report. Maintain and control all salary suspense accounts as per PFMA and Treasury Regulations. Provide update to management on the status of the Suspense Accounts. Facilitate the recovery and disbursement of employee salary deductions to relevant institutions. Management of human resources and development of staff.

ENQUIRIES APPLICATIONS : Mrs N Zwane Tel. No: 033 – 355 8801
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 07/119 : **ADMINISTRATIVE OFFICER: ACCOUNTING AND BOOKKEEPING REF NO. DOT 15/2026**
(Financial Accounting Directorate)

SALARY CENTRE REQUIREMENTS : R325 101 per annum (level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Degree/ Diploma or equivalent qualification in Financial Accounting (NQF Level 6 or higher); plus A minimum of 3-5 years' appropriate experience in Financial Services; plus A valid driver's licence (Code B or higher). Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of SCOA. Knowledge of systems: Persal and BAS system. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Ability to interpret and apply legislation and policy. Analytical and innovative thinking skills. Writing and verbal communication skills. Computer literacy (Microsoft excel and word). Interpersonal relations skills. Organizing and planning skills. Accountancy skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, and also should have integrity and maintain confidentiality.

DUTIES : Provide accounting and Banking services. Facilitate interdepartmental communication and ensure procedural compliance with PFMA Act 1 of 1999 and applicable Treasury Regulations. Provide update to management on the status and reconciliation of the Suspense Accounts. Maintain effective and accurate records on BAS. Management of human resource and development of staff.

ENQUIRIES APPLICATIONS : Mrs N Zwane Tel. No.: 033 – 355 8801
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions.

POST 07/120 : **ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT, POLICY & PLANNING REF NO. DOT 16/2026**
(Public Transportation Policy & Planning Directorate)

SALARY CENTRE REQUIREMENTS : R325 101 per annum (level 07)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 4 years' administrative experience; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Constitution of the Republic of South Africa. Knowledge of the Public Service Act, Public Service Regulations and Public Finance Management Act. Knowledge of the Employee Performance and Management System. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act and Promotion of Administrative Justice Act. Understanding of organizational objectives and values. Knowledge of project management and implementation processes. Computer Literacy. Verbal and written communication skills. Financial Management skills. Analytical skills. Office Management skills. Presentation and Interpersonal Relations skills. Report

- writing and time management skills. The ideal candidate must be dedicated, loyal, accurate, innovative, independent, time frame driven and maintain confidentiality. He/ She must also be honest, have integrity, be reliable, professional, a team player, punctual and have the ability to work under pressure.
- DUTIES** : Provide administrative support to the Policy and Planning Directorate. Assist in the process of building and maintaining communication links for the directorate, consult with all relevant stakeholders (i.e. communities, municipalities, other departments, etc.) and community liaison. Prepare letters and general correspondence. Administration of the budget of the section. Identify and apply skills training needs of junior colleagues.
- ENQUIRIES APPLICATIONS** : Mr SE Mdlalose Tel. No.: 033 – 355 8894
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 07/121** : **ADMINISTRATIVE CLERK (PRODUCTION): FINANCIAL SYSTEMS & REVENUE CONTROL: DEBT MANAGEMENT REF NO: DOT 17/2026**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (level 05)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate/ National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Knowledge of systems: Persal and BAS system. Computer literacy (Microsoft excel and word). Planning and organising skills. Language skills. Good verbal and written communication skills. Communication skills. Interpersonal relations skills. Flexibility skills. Teamwork skills. Numeric skills. Accountancy skills. The ideal candidate should be honest, reliable, innovative/ creative, trustworthy, loyal, friendly disposition, efficient, responsible, discretion and also should have an ability to work under pressure, ability to work individually and as part of a team and an ability to maintain confidentiality.
- DUTIES** : Maintain effective records of all in service and out of service debts. Facilitate and monitor the recovery of outstanding debts. Perform financial functions relating to the setting up of debts and recovery. Process debt write-offs in line with the approved debt management policy and established procedures. Review debt account records and compile monthly progress updates.
- ENQUIRIES APPLICATIONS** : Mrs N Zwane Tel No: 033 – 355 8801
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.
- POST 09/122** : **ADMINISTRATION CLERK: MOVABLE ASSETS REF NO: DOT 18/2026**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (level 05)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A Senior Certificate/ National Certificate (Vocational) NQF Level 4, plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of basic asset management duties and practices. Knowledge and understanding of basic legislative framework governing the Public Service (PFMA and Treasury Regulations). Knowledge of basic work

procedures in terms of the working environment. Knowledge of basic financial operating systems (BAS and Hardcat). Basic Accounting/ Numeracy skills. Have the ability to capture data, operate computer and collecting statistics. Computer Literacy (Excel/ Access). Flexibility and teamwork skills. Good Interpersonal relations skills. Computer skills (Financial Systems). Planning and organization skills. Language skills. Good verbal and written communication skills. The ideal candidate must be highly motivated, receptive to ideas and suggestions, a high performer, confident, accurate reliable, open, honest, creative, innovative and detail orientated. He/she must be a self-starter and team player, demonstrate willingness to learn and interest in Asset Management field, must have strong work ethic- with the sense of urgency to get the right things done and must be capable of working under deadline pressures.

DUTIES : Reconcile Departmental Movable Assets and BAS. Capture movements of Movable Assets into FAR. Verify the Departmental Movable Assets in terms of the Departmental Policy. Dispose obsolete and redundant Movable Assets in terms of the Departmental Policy. Render theft and losses.

ENQUIRIES : Mr S Tom Tel No: 033 – 355 8643
APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

POST 07/123 : **ADMINISTRATIVE CLERK (PRODUCTION): TRAFFIC AND TRANSPORT SPECIALIZED INVESTIGATION REF NO: DOT 19/2026**
 (Special Operations Directorate)

SALARY : R228 321 per annum (level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum code 08). Knowledge, Skills and Competencies Required: Knowledge of other computer such as Microsoft. Sound knowledge, interpretation and understanding filing systems. Knowledge of PFMA. Communication skills. Innovative thinker. Computer literacy. Interpersonal skills. The ideal candidate should be trustworthy, loyal and friendly, courteous & diplomacy, honest, open-mindedness & independently and accountable and responsible.

DUTIES : Process all overtime and sub-car and S&T transactions for all staff members of the unit as well as payment transactions. Process written notices, suspension notices, impoundment notices and other law enforcement documents on the computerized system. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles. Typing of correspondence and filing, which includes control and safekeeping of documents. Attend to general public enquiries. Compiling and typing of minutes for meeting.

ENQUIRIES : Mr S Sithole Tel No: 033 – 355 8826
APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 07/124 : **ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATION SUPPORT SERVICES REF NO: DOT 20/2026**
 (Special Operations Directorate)

SALARY : R228 321 per annum (level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus A valid driver's licence (minimum code 08). Knowledge, Skills and Competencies Required: Knowledge of other computer such as Microsoft. Sound knowledge, interpretation and understanding filing systems. Knowledge of PFMA. Communication skills. Innovative thinker. Computer literacy. Interpersonal skills.

- The ideal candidate should be trustworthy, loyal and friendly, courteous & diplomacy, honest, open-mindedness & independently and accountable and responsible.
- DUTIES** : Process all overtime and sub-car and S&T transactions for all staff members of the unit as well as payment transactions. Process written notices, suspension notices, impoundment notices and other law enforcement documents on the computerized system. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles. Typing of correspondence and filling, which includes control and safekeeping of documents. Attend to general public enquiries. Compiling and typing of minutes for meeting.
- ENQUIRIES** : Mr S Sithole Tel No: 033 – 355 8826
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs.
- FOR ATTENTION** : Mr B Hornsby
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 13 March 2026
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

OTHER POST

- POST 07/125** : **ASSISTANT DIRECTOR: FINANCIAL AUDITS REF NO: KZNPT 26/04**
(re-advertise)
- SALARY** : R444 036 per annum
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF level 7 qualification or higher in Auditing and Accounting/Accounting/ Accounting Sciences in Financial Accounting/ Accounting Sciences in Internal Auditing/Financial Accounting/Internal Auditing. A Minimum of 3 years' experience in conducting or providing technical support in internal/ external auditing. Membership of Institute of Internal Auditors South Africa (II A SA) / South African Institute of Chartered Accountants (SAICA). A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills,

Knowledge And Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution. PFMA and Treasury Regulations. PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognized Accounting Principles. Generally Recognised Accounting Principles. Generally Accepted Accounting Principles. Modified Cash Standards (MCS). MTEF budget compilation and analysis. Enterprise Risk Management. Team Mate Audit system. Verbal and written communication abilities. Problem-solving. Analytical and numeracy. Auditing and report writing. Quantitative method tools. Good interpersonal relations. Research. Project planning and management. Change management. Time management. Policy analysis and development. Statistical and quantitative analysis. Financial management. People management. Strategic planning. Chairing of meetings. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet.

DUTIES

: Contribute to the development and revision of policies, methodologies, and procedure manuals for Internal Audit services for the province. Contribute to the development and revision of the strategic and annual plans for Internal Audit services for the Provincial Departments based on the results for the Provincial or Departmental risk assessments. Supervise and implement the internal audit project, policies, methodologies and procedure manual. Provide value adding recommendations for improving the institutions governance, risks and controls and monitor the implementation thereof. Maintain relationships with client management, and any other internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES

: Ms. N Ngcobo Tel No: (033 897 4650)

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

APPLICATIONS

: Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below addresses.

For Head office: Polokwane, Tlokweng Research Centre; Mara Research Centre and Tompi Seleka College and Madzivhandila College: The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

Mopani District: The Director Mopani District Limpopo Department of Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.

Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.

Capricorn District: The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.

Sekhukhune District: The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.

Vhembe District: The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.

CLOSING DATE

: 13 March 2026 at 16:00 (walk-in) and 00:00 (online)

NOTE

: It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that

prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment". Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made by the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: The full contents of the advertised posts will be posted on the following websites: www.ldard.gov.za / www.limpopo.gov.za and Departmental social media.

OTHER POSTS

- POST 07/126** : **HUMAN RESOURCE CLERK: HR PROVISIONING AND UTILIZATION REF NO: LDARD 1/2/2026 (1 POST)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 5)
: Head Office: Polokwane
: Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualification in HRM and related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies, And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Report writing skills. Communication skills.
- DUTIES** : Render Human Resource Clerical Services. Handle advertisement of posts, Shortlisting and Interviews. Attend to Transfers, Translations, Secondments and Debt Recoveries. Handle Probationary Appointments of Employees.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/127** : **ADMINISTRATION CLERK: STORES (SUPPLY CHAIN AND ASSET MANAGEMENT) REF NO: LDARD 2/2/2026 (1 POST)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE** : R228 321 per annum (Level 5)
: Capricorn District

- REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualifications in Supply Chain Management and related fields will be added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Basic knowledge of Supply Chain Duties, Practices as well as the ability to capture data. Operate Computer and collect statistics. Basic Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer skills. Communication skills. Planning and Organization. Interpersonal Relations skills. Flexibility Good verbal and written. Teamwork. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Knowledge of Batho Pele Principles
- DUTIES** : Administer inventory database. Administer capturing of order on Logis System. Receive and issue inventory. Maintain inventory register. Render inventory management clerical services. Control stores and warehouse. Render stocktaking
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
- POST 07/128** : **SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (2 POSTS)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE** : R228 321 per annum (Level 5)
: Capricorn District (Ref No: LDARD 3/2/2026) (01 Post)
: Vhembe District (Ref No: LDARD 4/2/2026) (01 Post)
- REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualifications in Supply Chain Management and related fields will be added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.
- DUTIES** : To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
- ENQUIRIES** : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
- POST 07/129** : **SUPPLY CHAIN CLERK: PURCHASING MANAGEMENT REF NO: LDARD 5/2/2026 (1 POST)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE** : R228 321 per annum (Level 05)
: Head Office: Polokwane
- REQUIREMENTS** : Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualifications in Purchasing Management and related fields will be added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Finest, Bas, PFMA, Dora, Treasury Regulation policies Job Knowledge. Communication Skills. Presentation Skills. Financial Management Skills. Time Management. Computer Skills.
- DUTIES** : Render supply chain management clerical support. Render purchasing clerical support. Render logistical support services.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

- POST 07/130** : **REGISTRY CLERK: GENERAL RECORDS REF NO: LDARD 6/2/2026 (02 POSTS)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Head Office: Polokwane
: Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualifications in Record Management and related fields will be added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skill: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.
- DUTIES** : Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/131** : **ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT SERVICES (2 POSTS)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Capricorn East (Ref No: LDARD 7/2/2026) (01 Post)
: Vhembe Central (Ref No: LDARD 8/2/2026) (01 Post)
: Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualification in Administration / Public Management / Transport Management / Administration or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
- ENQUIRIES** : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR (015) 632 8610
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
- POST 07/132** : **HR CLERK: HUMAN RESOURCE SERVICES (REF NO: LDARD 9/2/2026) (1 POST)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Mopani District
: Grade 12 or an equivalent appropriate (NQF Level 4) qualification as recognized by SAQA. Certificate / Qualification in HRM and related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
- DUTIES** : Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel

		administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime and Termination of service). Performance Management. Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
<u>ENQUIRIES</u>	:	
<u>POST 07/133</u>	:	<u>ADMINISTRATION CLERK (2 POSTS)</u> (Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Sekhukhune East (Ref No: LDARD 10/2/2026) (01 Post) Waterberg North (Ref No: LDARD 11/2/2026) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. Certificate / Qualification in Administration / Public Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Waterberg North: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST 07/134</u>	:	<u>FINANCE CLERK: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 12/2/2026 (01 POST)</u> (Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
<u>REQUIREMENTS</u>	:	Mopani District Grade 12 certificate or equivalent qualification as recognized by SAQA. No experience required. Certificate / Qualification Financial and Management Accounting or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies And Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight into the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Computer operating skills. Planning and organization. Language proficiency. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<u>DUTIES</u>	:	Render Financial Accounting Transactions. Perform Salary Administration Support Services. Perform Bookkeeping Support Services. Render Budget Support Services. Receiving of Payment Vouchers. Capturing of Payment Vouchers. Control of Payment Vouchers. Dispatch proof of Payment Vouchers. Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Liaise with internal and external clients with matters concerning revenue and debt. Render Administrative Support Services.
<u>ENQUIRIES</u>	:	Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
<u>POST 07/135</u>	:	<u>ADMINISTRATION CLERK: CORPORATE MANAGEMENT REF NO: LDARD 13/2/2026 (1 POST)</u> (Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Head Office: Polokwane

- REQUIREMENTS** : A grade 12 certificate or equivalent qualification as recognized by SAQA. Certification / Qualification in Management Assistant and Public Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Basic knowledge of Clerical administrative work. Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 07/136** : **DRIVER OPERATOR (4 POSTS)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE** : R163 680 per annum (Level 03)
: Mopani District (Ref No: LDARD 14/2/2026) (01 Post)
: Vhembe District (Ref No: LDARD 15/2/2026) (01 Post)
: Sekhukhune District (Ref No: LDARD 16/2/2026) (01 Post)
: Waterberg District (Ref No: LDARD 17/2/2026) (01 Post)
- REQUIREMENTS** : NQF level 3 (Grade 10 certificate) / ABET / AET or equivalent appropriate qualification as recognised by SAQA. A valid driver's license and an operating certificate (PDP). A minimum of Five (5) years' driving and operating specialized equipment experience. Knowledge, Competencies, And Skills: Knowledge of driving and operating specialized equipment. Communication Skills. Ability to operate the equipment. Ability to read and write. Good eyesight. Teamwork. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
- DUTIES** : Operate specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machinery. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-ravelling/shoulder maintenance. Render driving services. Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
- ENQUIRIES** : Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
: Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
: Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.
- POST 07/137** : **GENERAL WORKER (3 POSTS)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE** : R138 486 per annum (Level 02)
: Vhembe East (Ref No: LDARD 18/2/2026) (01 Post)
: Vhembe Central (Ref No: LDARD 19/2/2026) (01 Post)
: Mopani District (Ref No: LDARD 20/2/2026) (01 Post)
- REQUIREMENTS** : ABET level 2 or equivalent appropriate qualification as recognised by SAQA. Exposure in the field will be an added advantage. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform

- manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers Communication skills.
- DUTIES** : Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
- POST 07/138** : **CLEANER (4 POSTS)**
(Re-advertisement, those who have applied before are encouraged to re-apply if still interested)
- SALARY CENTRE** : R138 486 per annum (Level 02)
Vhembe West (Ref No: LDARD 21/2/2026) (01 Post)
Mopani District (Ref No: LDARD 22/2/2026) (02 Posts)
Mopani East (Ref No: LDARD 23/2/2026) (01 Post)
- REQUIREMENTS** : Grade 10 or equivalent appropriate qualification as recognised by SAQA. Exposure in the field will be an added advantage. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
- DUTIES** : Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua cooler/s washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.

- APPLICATIONS** : Applications should be addressed to various institution as per the applicant's need, for Head Office, Seshego Treatment Centre, Mavambe Secure Care Centre and Polokwane Welfare Complex: Applications should be directed to Head of Department, Private Bag X 9710, POLOKWANE, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.
Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X 9709, POLOKWANE, 0700 or hand delivered at 34 Hans Van Rensburg POLOWANE.
Sekhukhune District: The District Director, Private Bag X80, LEBOWAKGOMO, 0737 or hand delivered at Old Parliament Building LEBOWAKGOMO.
Vhembe District: The District Director, Private Bag X5040, THOHoyANDOU, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, THOHoyANDOU.
Waterberg District: The District Director, Private Bag X1051, MODIMOLLE, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, MODIMOLLE.
Mopani District: The District Director, Private Bag X 9689, GIYANI, 0826 or should be hand delivered at Department of Social Development Unigaza Road GIYANI Section A, 0826.
Applicants are hereby invited to apply for the funded vacant posts as advertised. Applicants who previously applied for the re-advertised posts they are

encouraged to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. Applicants using e-recruitment must also complete the Z83 and upload together with their CV in addition to the online profile.

CLOSING DATE

: 13 March 2026

NOTE

: The new Z83 form must be fully completed and signed by the applicant. 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 must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “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 it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of 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. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver’s license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver’s license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity (Ethical Conduct), an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The closing date for applications is 13 March 2026. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POSTS

POST 07/139 : **DEPUTY DIRECTOR: DEMOGRAPHY, RESEARCH AND STATISTICS REF NO: DSD/2026/01 (1 POST)**

SALARY : R1 059 105. per annum (Level 12) (All Inclusive Package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in Demography / Statistics / Social Science / Economics as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level (SR9-12). Valid motor vehicle driver's license (with the exception of person with disabilities). Core And Process 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, good communication skills. Knowledge And Skills: Statistical methodologies, quantitative and qualitative research methods, data collection, validation, and management processes, Social Development indicators and poverty measurement tools, Social policy development and implementation frameworks, Government-wide Monitoring and Evaluation Systems (GWMES), Knowledge of national data systems (e.g. STATS SA, NIDS, GHS, Community Surveys), Public Service Regulations, PFMA, and strategic planning frameworks. Data privacy and ethical considerations in research, Analytical and statistical analysis skills, Research design and project management, Report writing and presentation skills, Data visualization and GIS mapping, Proficiency in statistical software, Policy analysis and advisory skills, Leadership and team coordination and Stakeholder engagement and relationship building

DUTIES : Key Performance Areas: Manage the collection, processing, and management of demographic data for the province. Develop data collection frameworks and methodologies to ensure comprehensive coverage of demographic variables. Develop annual reports on demographic trends, focusing on population growth, age distribution, and migration. Conduct and oversee research on social development issues, utilizing demographic and statistical data to assess and predict trends. Develop research methodologies that integrate both qualitative and quantitative data analysis techniques. Coordinate the work of research teams, providing guidance and ensuring quality control. Support the development of social development policies based on demographic research and statistical analysis. Oversee the preparation and dissemination of statistical reports that inform decision-making in social development. Develop and implement a strategy for timely reporting and communication of demographic trends and social statistics. Build the capacity of staff and stakeholders in demographic data collection, analysis, and application. Collaborate with academic institutions to provide training and certification for social development practitioners in research and data analysis. Build and maintain collaborative relationships with provincial and national statistical bodies such as STATS SA.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/140 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DSD/2026/02 (1 POST)**

SALARY : R896 436. per annum (Level 11) (All Inclusive Package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Management Services / Production Management / Operations Management / Industrial and Organisational Psychology as recognized by SAQA. JE Certificate as a Job analyst will serve as an added advantage. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level (SR9-12). Valid motor vehicle driver's licence (with the exception of persons with disabilities). Core And Process 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. good communication skills. Knowledge And Skills: Knowledge of public service governance frameworks, legislation, and regulations. Knowledge of

- change management processes, methodologies and principles. Knowledge of Org-Plus, Bizagi Modelling and Microsoft Visio. Knowledge of Work Study Techniques. Attention to detail. Ability to handle complex projects. Policy analysis and interpretation skills. Interpersonal skills. Facilitation skills. Report writing skills. Process management and improvement. Analytical skills. Computer literacy. Research processes and procedures. Organisational design skills.
- DUTIES** : Key Performance Areas: Develop and maintain efficient and effective Organisational Structure. Coordinate the development of Standard Operating Procedures. Develop business process re-engineering strategies to enhance efficiency. Facilitate the development and review of job descriptions. Coordinate job evaluation processes. Conduct assessments to measure and improve organisational productivity across all levels of the department. Conduct Organisational Functionality Assessment. Facilitate change management initiatives. Compile comprehensive reports on the progress of organisational development initiatives and assess their impact on the department's goals.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/141** : **DEPUTY DIRECTOR: MONITORING & EVALUATION REF NO: DSD/2026/03, (1 POST)**
- SALARY** : R896 436.per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Social Sciences / Public Administration / Public Management as recognized by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior/Middle Management level (SR9-12). Valid motor vehicle driver's license (with exception of persons with disabilities). Core And Process 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, good communication skills. Knowledge And Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
- DUTIES** : Key Performance Areas: Manage the development and implementation of monitoring and evaluation systems, frameworks, and policies. Promote a culture of evidence-based decision-making and accountability across the department. Oversee capacity building of staff on M&E processes and methodologies to enhance M&E skills at all levels. Ensure effective monitoring of programs and initiatives. Lead the evaluation of programs to assess their effectiveness, impact, and value for money. Build and maintain strong relationships with internal and external stakeholders to enhance M&E processes and outcomes. Ensure the accuracy, reliability, and timeliness of data collected for monitoring and evaluation purposes.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/142** : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: DSD/2026/04 (1 POST)**
- SALARY** : R896 436.per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Built Environment /Project Management/ Infrastructure Planning/ Construction Management /Quantity Surveying / Architecture / Engineering / Facilities Management as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level (SR9-12). Valid motor vehicle driver's licence (with the exception of persons with disabilities). core and process 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, good communication skills. knowledge and skills: Knowledge of

infrastructure delivery and project lifecycle management. Understanding of the Infrastructure Delivery Management System (IDMS) and GIAMA (Government Immovable Asset Management Act). Knowledge of PFMA, Treasury Regulations, Public Service Act and other relevant legislation. Financial and contract management skills. Excellent planning, organisational, and leadership capabilities. Strong analytical, communication and report writing skills. Computer literacy (MS Office, project management tools).

DUTIES : Key Performance Areas: Manage the implementation of facilities infrastructure management plan. Manage and coordinate the implementation of infrastructure contracts. Manage infrastructure policies and legislation. Manage the implementation of maintenance plan for state owned properties. Liaise with implementing agents (e.g. Department of Public Works, IDT) and ensure timely delivery of infrastructure projects. Monitor and report on the performance of infrastructure programmes, including budget and expenditure management. Ensure compliance with infrastructure and supply chain policies, project governance frameworks, OHS prescripts and service level agreements. Manage infrastructure condition assessments, user asset management plans (UAMPs), and maintenance schedules.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/143 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND INFORMATION REF NO: DSD/2026/05 (1 POST)**

SALARY : R896 436.per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in HRM / HRD / Industrial Psychology / HR Information System and Technology / Information Management as recognised by SAQA. A minimum of 5 years' relevant experience, of which 3 years must be at Junior / Middle Management level (SR9-12). PERSAL Controllers Certificate will be an added advantage. Valid motor vehicle driver's license (with the exception of person with disabilities). Core And Process 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, good communication skills. Knowledge And Skills: Knowledge of Public Service Regulations, Knowledge of policies and procedures, Knowledge of Public Finance Management Act (PFMA), Public Service Acts, Leadership & Management skills, Communications skill, Conflict management skill, Policy analyzing and interpretation skill, Report writing skills, Project Management, Problem analysis.

DUTIES : Key Performance Areas: Develop and implement a comprehensive HR plan that aligns with the strategic goals of the Department. Manage departmental establishment structure. Coordinate Intergration of HRM systems. Manage and ensure proper utilization of the HRM systems. Ensure the effective and efficient maintenance of the PERSAL database. Manage and Co-ordinate Human Resources Management Information. Manage the integrity of information, migration patterns and distribution. Conduct HRM systems audit.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/144 : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: DSD/2026/06 (1 POST)**
 Re-Adverts

SALARY : R896 436.per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in Public Management / Administration/ Facilities Management/Logistics as recognised by SAQA. A minimum of 5 years' relevant experience of which 3 years must be at Junior / Middle Management level (SR9-12). Valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process Competencies: Strategies 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, good communication skills. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality customer care skills.

DUTIES : Key Performance Areas: Develop the operational plan in line with the strategic objective of the Department. Manage telecommunication services. Manage allocation of parking services. Manage helpdesk, cleaning services and landscaping. Manage administration of leases, state housing accommodation. Manage key accounts and budget for the section. Manage financial, administrative and related functions

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/145 : **DEPUTY DIRECTOR: HUMAN RESOURCE TRAINING AND DEVELOPMENT, REF NO: DSD/2026/07 (1 POST)**

SALARY : R896 436.per annum
CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in HRM / Development / Training / Public Administration / Management as recognised by SAQA. A minimum of 5 years' experience of which 3 years must be at Junior / Middle Management level (SR9-12). Valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process Competencies: Strategies 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, good communication skills. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality customer care skills.

DUTIES : Key Performance Areas: Manage induction and orientation program. Manage the development of Workplace Skills Plan. Manage the implementation of WSP. Manage Skills Development programmes. Manage and administer bursaries. Manage Developmental programmes (Internship, Learnership and AET Programmes)

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/146 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSD/2026/08 (1 POST)**

SALARY : R896 436 per annum, (Level 11)
CENTRE : Capricorn District

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management as recognised by SAQA. A minimum of 5 years' relevant experience in financial management of which 3 years must be at Junior management / Middle management level Valid motor vehicle driver's licence (with the exception of persons with disabilities). Core And Process 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, good communication skills. Knowledge And Skills: Understanding of Public Service Regulations, Acts, policies and procedures. Public Finance Management Act (PFMA) and Treasury regulations. Knowledge NGO financial governance, funding cycles, and donor requirements. Department of Social Development (DSD) financial policies and procedures. Financial reporting standards (GRAP/IFRS). Financial analysis, reporting, and interpretation. Budgeting and expenditure control. Auditing and compliance verification. Capacity building and training facilitation for NGOs. Report writing and presentation. Use of accounting

- and financial systems/software (e.g., Excel, BAS) Stakeholder engagement and communication. Problem-solving and decision-making under pressure. Good understanding of BAS, PERSAL and LOGIS financial systems.
- DUTIES** : Key Performance Areas: Manage the provision of Supply Chain Management, Manage Demand and acquisition, Purchasing and inventory management. Manage and coordinate asset management services. Manage transportation Services. Manage the provision of financial Planning and Budgeting. Manage the provision of Financial Accounting Service. Manage the physical facility maintenance and repairs. Manage audit processes.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/147** : **ASSITANT DIRECTOR: GOVERNANCE SERVICES REF NO: DSD/2026/09 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)
: Head Office
: An appropriate qualification at NQF level 6 or equivalent qualification in Financial Accounting / Internal Auditing / Cost and Management Accounting as recognized by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level (SR7-10). Valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of Accounting and Auditing standards. Knowledge of governance frameworks, policies, and procedures. Knowledge of Public Finance Management Act (PFMA). Project Management. Relationship management. Leadership. Communication. Change Management. Performance Management. Accounting and auditing skills. Computer literacy. Policy analysis and interpretation. Budgeting. Ethical Integrity.
- DUTIES** : Key Performance Areas: Develop and implement strategic frameworks/systems for internal control and compliance management. Oversee and coordinate governance processes within the Department and ensure compliance with all relevant policies, laws, and regulations. Facilitate the identification, assessment, and mitigation of risks associated with governance, internal controls, and compliance. Coordinate and facilitate both internal and external audits. Design and facilitate capacity-building and training programs for staff on internal control, governance, and compliance matters.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/148** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)
: Vhembe District Ref: DSD/2026/10 (1 Post)
: Sekhukhune District Ref: DSD/2026/11 (1 Post)
: An appropriate qualification at NQF level 6 or equivalent qualification in Human Resource Management / Development / Industrial Psychology Public Administration / Management as recognised by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level (SR7-10). valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Public Service Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Persal literacy. People Management
- DUTIES** : Key Performance Areas: Develop the business plan in line with the strategic objectives of the department. Facilitate Recruitment and Selection Processes, Facilitate and coordinate conditions of services and benefits, Develop and maintain establishment spreadsheet. Coordinate HR Planning and Reporting. Facilitate and monitor training and development programmes. Facilitate and monitor Performance Management and Development system.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/149 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT REF NO: DSD/2026/12 (1 POST)**

SALARY : R468 459 per annum (Level 09)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in Labour Relations/Labour Law/LLB/Human Resource Management or equivalent qualification as recognised by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level (SR7-10). Valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge And Skills: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management policies, Collective bargaining agreements, Public Service Coordination and Bargaining Council's Resolution, PHSDSBC Resolutions Policy/guideline formulation, Public Finance Management Act. Management skills, Problem solving skills, Organizing, Leadership, Interpretation of legislation/policies. Budgeting /Financial, Negotiation, Verbal/Written communication. People Management

DUTIES : Key Performance Areas: Provide labour dispute resolutions. Provide remedial and preventative actions on labour unrest. Facilitate the investigation on misconduct cases. Facilitate collective bargaining in the department. Develop and manage information and records of all activities in the labour relations.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/150 : **ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT (2 POSTS)**

SALARY : R468 459 per annum (Level 09)

CENTRE : district Ref: DSD/2026/13 (1 Post)

waterberg district Ref: DSD/2026/14 (1 Post)

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management / Risk Management / Security Management as recognized by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior Management level (SR7-10). valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies, and procedures. Knowledge of Public Finance Management Act (PFMA). Treasury Regulations, Public Services Act and Regulations. Knowledge of Risk and Security Management Frameworks. Computer Literacy (MS Word and Spreadsheets), Communication skills (verbal and written), Strong Analytical skills, Report Writing skills, Project Management skills, Good, Problem solving. People Management

DUTIES : Key Performance Areas: Support the implementation of risk management strategy. Provide and coordinate risk management support services. Facilitate risk and security management services. Implement the anti-fraud and anti-corruption norms and standards. Ensure that risk management strategies are effective in mitigating against the identified risks. Advise management on the amendments of security policy and the implication of management decisions on security matters. Conduct security awareness campaigns and training programmes. Ensure the availability of surveillance system, categorization of documents and computers. Monitor the security vetting function in terms of the Management Information System (MISS). Implement a security strategy regarding safety of personnel, information and assets and ensure implementation and compliance.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/151 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: DSD/2026/15 (2 POSTS)**

SALARY : R468 459 per annum (Level 09)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 6 or equivalent qualification in Supply Chain Management / Logistics / Purchasing Management as recognized by SAQA. A minimum of 3 years' relevant experience at supervisory / Junior

		Management level (SR7-10). Valid motor vehicle driver's license (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of PFMA, Treasury Regulations, PPPFA, BBBEE Act, SCM Instruction Notes, and other relevant legislation. Ability to manage procurement planning and acquisition processes effectively. Knowledge of LOGIS and/or similar systems. Facilitation and presentation skills. Planning and organising skills. Conflict Management skills. Financial Management. Good communication skills. Report writing. Analytical and problem-solving skills. Stakeholder engagement and relationship management skills. Ethical conduct and integrity. People Management
<u>DUTIES</u>	:	Key Performance Areas: Ensure effective procurement planning aligned with Departmental objectives. Manage acquisition processes. Promote effective supplier and stakeholder management.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/152</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: DSD/2026/16 (1 POST)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualification in Financial Information system / Business informatics/ Business analysis/ System Development /Information Technology / System. A minimum of 3 years' relevant experience at supervisory / Junior Management level (SR7-10). Valid motor vehicle driver's license (with exception of persons with disabilities).knowledge and skills: Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Service Regulations, Policies and procedures. Knowledge of transversal systems specifically related to system controlling. Leadership & Management skills. Financial reporting skills. Communications skills. Conflict management skills. Project Management skills. Problem solving skills.
<u>DUTIES</u>	:	key performance areas: Ensure proper security control in all financial systems (Transversal systems). Implement and enforce segregation of duties in the financial systems. Reviews of user's access rights. Provide helpdesk facilities to all financial systems users. Develop and ensure implementation of procedure manuals or standard operating procedures (SOP's). Maintain departmental standard chart of accounts and security profile. Monitor the interface and transversal system on banks, LOGIS, PERSAL and BAS. Download and prepare payment within 30 days report from Vulindlela. facilitate closure of books and monitor clearance of suspense accounts. Ensure proper financial reporting of the department. Assist in the preparations of the annual financial statement of the department.
<u>ENQUIRIES</u>	:	eneral enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/153</u>	:	<u>ASSISTANT DIRECTOR: GENERAL RECORDS REF NO: DSD/2026/17 (1 POST)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent qualification Records / Achieves / Information Science / Library and Information science / Public Management / Administration as recognized by SAQA. Completion of the National Achieves Records Management Courses will be added advantage. A minimum of 3 years' relevant experience at supervisory / Junior Management level (SR7-10). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge And Skills: Comprehensive prescripts, as well as understanding of the legislative framework governing the Public Service e.g. Archives and Records Service of South Africa Act, PFMA, Promotion to Access to Information, Protection of Personal Information Act, Limpopo Provincial Archives Act, Promotion of Administrative Justice Act, Public Service Regulations, Labour Relations Act, Negotiation skills, People Management, Financial Management, Problem Solving, Project Management, Planning & organizing, Time Management, Policy analysis and development ,Good Communication skills, Diversity management; Facilitation and coordination skills,

		Leadership skills, Change and knowledge management, Planning and organization skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and coordination of management of archives and disposal. Conduct inspections on general and staff records management at institutions/district and offices. Oversee the rendering of messenger service duties. Maintain retrieval/safekeeping/filing of Departmental records. Facilitate and coordination of registry services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/154</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1: NPO GOVERNANCE AND COMPLIANCE SERVICE REF NO: DSD/2026/18, (1 POST)</u>
<u>SALARY</u>	:	R477 564.per annum
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate NPO's registration. Monitor compliance, accreditation and transformation of NGO's, CBO's and FBO's. Monitor and conduct quality assurance. Management of funding processes in line with policy on financial awards. Supervise and advise social workers and social auxiliary workers.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/155</u>	:	<u>SENIOR INFORMATION TECHNOLOGY TECHNICIAN, REF NO: DSD/2026/19 (1 POST)</u>
<u>SALARY</u>	:	R397 116.per annum, (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 or equivalent qualification in Computer Science / Information Technology or equivalent qualification as recognised by SAQA. A minimum of 3 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of TCP/IP, routing protocols (BGP, OSPF), VLANs, VPNs, firewalls. Understanding of Windows Server, Linux, Active Directory, DNS, DHCP, Group Policy. Knowledge in virtualization platforms (VMware, Hyper-V). Knowledge of cloud computing platforms (AWS, Azure, Google Cloud). Comprehensive understanding of IT security principles, endpoint protection, vulnerability management, and incident response. Knowledge of network monitoring tools (e.g., SolarWinds, Nagios). Understanding of ITIL framework and best practices. Knowledge of hardware provisioning and resource allocation for physical and virtual environments. Communication and interpersonal skills. Network design and implementation. Server installation, configuration, and maintenance. Virtualization management and optimization. Cloud infrastructure administration. Security policy implementation and enforcement. Network troubleshooting and diagnostic skills. Data backup and recovery procedures. Technical support and user training.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the management and maintenance of network infrastructure. Monitor and optimise network performance to support operational efficiency. Administer cloud services and server environment. Provide user support and training. Provide security compliance, documentation and reporting.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

<u>POST 07/156</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1, (2 POSTS)</u>
<u>SALARY</u>	:	R453 201.per annum
<u>CENTRE</u>	:	Waterberg District: Modimolle: Ref: DSD/2026/20 (1 Post) Mopani: Maruleng: Ref: DSD/2026/21 (1 Post) Vhembe District: Musina One Stop Centre: Ref: DSD/2026/21A (1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 6 or equivalent in Development Studies as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's license (with the exception of person with disabilities). Knowledge And Skills: Knowledge and understanding of individual and group behaviour, inter relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Research and report writing skills. Problem solving and conflict resolution skills. Computer literacy. Financial management. Presentation skills. Project management. People Management. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
<u>DUTIES</u>	:	Key Performance Areas: Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there are communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/157</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: DSD/2026/22 (1 POST)</u>
<u>SALARY</u>	:	R397 233 per annum
<u>CENTRE</u>	:	Seshego Treatment Centre
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 7 or equivalent in Occupational Therapy as recognized by SAQA. Current registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Valid motor driver's license (with the exception of persons with disabilities). Knowledge And Skills: Sound knowledge of occupational therapy practice and ethos. Good clinical reasoning and decision-making skills. Knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes and relevant legislation. Good organisation and time management skills. Excellent communication and interpersonal relations. People Management.
<u>DUTIES</u>	:	Key Performance Areas: Develop patients treatment plan. Render occupational therapy services in allocated areas of work that comply with the norms and standard as indicated by health policies. Provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. Administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. Perform and complete administrative functions including record keeping, statistics. Participate in various meetings and awareness campaigns. Participate in internal and external audits. Participate in the performance management and training and development programs within the department.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/158</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: DSD/2026/23 (1 POST)</u>
<u>SALARY</u>	:	R397 116.per annum, (Level 8)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 6 or equivalent qualification in Records / Achieves / Information Science / Library and Information science / Public Management / Administration as recognised by SAQA. A minimum of 2–3 years

relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge and application of relevant legislative frameworks applicable to Records management, i.e. Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act, National Archives and Records Services Act. Good Communication skills. Organizing and planning. Interpersonal. Creativity. Report writing skills. Networking Driving

DUTIES : Key Performance Areas: Coordinate the implementation of the approved records classification systems through awareness workshops. Develop implementation program for the approved Records Classification Systems. Implement the program through awareness workshops. Conduct audit on all files opened/closed to monitor compliance. Ensure that Registry maintains and updates registers of files opened/closed. Ensure that files are opened according to the File Plans and correlate with the provisions in the File Plans. Coordinate regular inspections of all records within the district and sub-districts to ensure compliance according to records guidelines. Provide continuous support on record keeping. Coordinate PAIA/POPIA activities and awareness workshops. Facilitate HR and general records, messenger and postal services. Coordinate the implementation of the disposal programs.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/159 : **SOCIAL WORKER GRADE 1 (11 POSTS)**

SALARY CENTRE : R325 200.per annum
: **Capricorn District (5 Posts)**
Mathabatha Clinic: Ref: DSD/2026/24 (1 Post)
All Days: Ref: DSD/2026/25 (1 Post)
Molethji-Moshate: Ref: DSD/2026/26 (1 Post)
Manamela Clinic: Ref: DSD/2026/27 (1 Post)
Senwabarwana: Ref: DSD/2026/28 (1 Post)
Vhembe District:
Fondwe Clinic Ref: DSD/2026/29 (1 Post)
Mopani District:
Kgapane Office Ref: DSD/2026/30 (2 Posts)
Rotterdam Ref:DSD/2026/30A (1 Post)
Giyani Ref: DSD/2026/30B (1 Post)
Namakgale Ref: DSD/2026/30C (1 Post)

REQUIREMENTS : An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills And Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. Communication and coordination skills. Computer literacy.

DUTIES : Key Performance Areas: Render an advanced and specialized social work services with regards to care, protection and development of children and youth in the centre. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA).

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/160 : **SOCIAL WORKER GRADE 1 REF NO: DSD/2026/31 (2 POSTS)**

SALARY CENTRE : R325 200.per annum
: Seshego Treatment Centre

- REQUIREMENTS** : An appropriate qualification at NQF 7 or equivalent qualification in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills And Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. Communication and coordination skills. Computer literacy.
- DUTIES** : Key Performance Areas: Conduct intake, assessment, and development of individualised treatment plans for clients. Provide therapeutic interventions and rehabilitation. Provide aftercare, reintegration, and community linkages. Contribute to substance abuse prevention and strengthen collaboration with stakeholders. Ensure compliance with administrative requirements and promote ongoing professional growth.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/161** : **PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM (PMDS) REF NO: DSD/2026/32 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R325 101.per annum, (Level 7)
: Sekhukhune District
: An appropriate recognized at NQF level 6 or equivalent qualification in HRM / HRD as recognised by SAQA. A minimum of 2 years' relevant experience. Valid motor vehicle driver's licence. (with the exception of persons with disabilities).Knowledge And Skills: PERSAL literacy. Knowledge and understanding of the legislative framework governing the Public Service. Coordination skills. Report writing skills. Presentation skills. Computer skills.
- DUTIES** : Key Performance Areas: Monitor compilation and submission of the performance agreements (PAs), Mid- term and Annual assessments reports. Conduct quality assurance of PMDS reports. Facilitation of moderation committees. Compile PMDS reports. Capture PMDS reports on PERSAL. Process PMDS incentives. Conduct PMDS workshops.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/162** : **PERSONAL ASSISTANT REF NO: DSD/2026/33 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R325 101.per annum, (Level 07)
: Mopani District
: An appropriate NQF 6 in Management Assistant / Secretarial / Office Management /Public Administration / Management or equivalent qualification as recognised by SAQA. A minimum of 1-2 years' experience in rendering support to senior management. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of relevant legislation/policies/prescripts and procedures governing the public service. Basic knowledge on financial administration. Excellent written and verbal skills. Good telephone etiquette. Computer literacy. Sound organisational skills. Interpersonal relations. High level of reliability. Ability to act with tact and discretion. Ability to conduct research, document analysis and situations. Self-management and motivation. Presentation skills.
- DUTIES** : Key Performance Areas: Provide a secretarial/receptionist support service to the manager. Render administrative support service. Provide support to manager regarding meetings. Support the manager with the administration of the manager's budget. Obtain inputs and compile reports. Respond to enquiries received from internal and external stakeholders. Keep abreast with the procedures and processes applicable in the office of the Manager.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/163 : **PROVISIONING ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: DSD/2026/34 (1 POST)**

SALARY : R325 101 per annum, (Level 07)
CENTRE : Mopani District

REQUIREMENTS : An appropriate qualification at NQF 06 or equivalent qualification as recognised by SAQA. A minimum of 1-2 years relevant experience. Valid driver's licence (with exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, good interpersonal relationship, ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

DUTIES : Key Performance Areas: Provide administration support services. Co-ordinate office and housing accommodation for staff. Maintenance and updating of accommodation and machinery lease / rental register. Provider support on cleaning services to the department. Manage help desk and switchboard operations.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/164 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (7 POSTS)**

SALARY : R278 169.per annum
CENTRE : **Capricorn District (3 Posts)**
Lepelle-Nkumpi Ref No: DSD/2026/35 (1 Post)
Blouberg Ref No: DSD/2026/36 (1 Post)
Dendron Ref No: DSD/2026/37 (1 Post)

Waterberg District (3 Posts)
Mokopane Ref No: DSD/2026/38 (1 Post)
Witpoort Ref No: DSD/2026/39 (1 Post)
Thabaleshoba Ref No: DSD/2026/40 (1 Post)

REQUIREMENTS : **Vhembe District:**
Shayandima Office Ref No: DSD/2026/41 (1 Post)
An appropriate qualification at NQF 6 or equivalent in Development Studies as recognized by SAQA. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour, social systems and relevant legislations. The ability and competence to co-ordinate community development structures. The ability to influence individuals and group to participate in self-empowerment ventures. Understanding of social dynamics of communities. Knowledge and understanding of basic financial management. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Project management.

DUTIES : Key Performance Areas: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Collaborate and liaise with pertinent role players and stakeholders to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep abreast of new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/165 : **ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT REF NO: DSD/2026/42 (1 POST)**

SALARY : R228 321 per annum, (Level 05)
CENTRE : Vhembe District

REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers' licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service

		Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Interpretation skills. Report writing skills. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/166</u>	:	<u>ADMINISTRATIVE CLERK, REF NO: DSD/2026/43 (1 POST)</u>
<u>SALARY</u>	:	R228 321 per annum, (Level 05)
<u>CENTRE</u>	:	Vhembe District: Thohoyandou office
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers' licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Report writing skills. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services. Provide SCM clerical services. Provide financial admin support. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcels. Updating client register. Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/167</u>	:	<u>REGISTRY CLERK REF NO: DSD/2026/44</u>
<u>SALARY</u>	:	R228 321 per annum, (Level 5)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge And Skills: Knowledge of registry duties, practices as well as the ability to capture data. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer literacy skills. Planning and organisation skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	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. Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
<u>POST 07/168</u>	:	<u>SOCIAL AUXILIARY WORKER (2 POSTS)</u>
<u>SALARY</u>	:	R192 972 per annum
<u>CENTRE</u>	:	Capricorn District: Polokwane Ref: DSD/2026/45 (1 Post) Sekhukhune District: Elias Motswaledi Ref DSD/2026/46 (1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions (SACSSP) Knowledge And Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context. Consistently reflect the values and principles contained in the

- Bill of Rights and the social work profession's Code of Ethics in service delivery. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems.
- DUTIES** : Key Performance Areas: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required by the job. Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/169** : **STAFF NURSE GRADE 1 REF NO: DSD/2026/47 (1 POST)**
- SALARY** : R220 614 per annum,
CENTRE : Seshego Treatment Centre
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council ([SANC]) as Enrolled Nurse. Current registration with SANC. Knowledge And Skills: Computer Literacy. Report writing skill. Basic nursing skill. Knowledge of legal framework governing the public service. Knowledge of law governing the nursing profession. Client orientation and customer focus.
- DUTIES** : Key Performance Areas: Develop and implement basic patient care plans. Implement nursing care with the scope of practice for enrolled nurse. Report writing and updating client register. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Filling of record. Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.
- POST 07/170** : **CHILD AND YOUTH CARE WORKER GRADE 1 (3 POSTS)**
- SALARY** : R184 320. per annum
CENTRE : Vhembe District:
 Thohoyandou CYCC Ref: DSD/2026/48 (1 Post)
 Polokwane Welfare Complex Ref: DSD/2026/49 (1 Post)
 Mavambe Secure Care Centre: Ref: DSD/2026/50 (1 Post)
- REQUIREMENTS** : An appropriate NQF 4 (Grade 12) or equivalent qualification and an FET Certificate in Child and Youth Care at NQF 4 as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Knowledge And Skills: Knowledge and understanding of the legislative framework (Children's act, Child Care Act, Child Justice Act) governing the Secure Care Centres/Children's home. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills.
- DUTIES** : Key Performance Areas: Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/ youth receive medical services. Facilitate the independent living and recreational programmes. Organise family visits and contacts. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administration duties. Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/171 : **LAUNDRY AID (2 POSTS)**

SALARY CENTRE : R138 486 per annum, (Level 2)
: Vhembe District (2 Posts)
: Thohoyandou Child & Youth Care Centre Ref: DSD/2026/51 (1 Post)
: Mtsetweni Child & Youth Care Centre Ref: DSD/2026/52 (1 Post)

REQUIREMENTS : Junior Certificate or STD 08 / Grade 10 / AET / ABET or equivalent qualification. Knowledge And Skills: Communication skills. Interpersonal skills. Ability to read and write. Time management skills. Ability to identify and correct issues with laundry quality such s stains, damage or improper drying. Understanding of the entire laundry cycle, from sorting and washing to drying, folding and storage.

DUTIES : Key Performance Areas: Sort items based on fabric type, colour and washing instructions. Operate washing machines and dryers. Iron items, fold them neatly for storage and delivery. Ensure maintenance of laundry equipment. Notify management of low stock level. Keep laundry area organised and clean. Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/172 : **CLEANER (4 POSTS)**

SALARY CENTRE : R138 486. per annum (Level 2)
: Waterberg District:
: Mokopane office Ref: DSD/2026/53 (1 Post)
: Tshamahansi Ref: DSD/2026/54 (1 Post)
: Mopani District:
: DR CN Phatudi One Stop Centre Ref: DSD/2026/55 (1 Post)
: Vhembe District Ref: DSD/2026/56 (1 Post)

REQUIREMENTS : Junior Certificate or STD 8/Grade 10/Aet/Abet, or equivalent qualification. Knowledge And Skills: Knowledge of Batho Pele Principles. Knowledge of basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.

DUTIES : Key Performance Areas: Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures. Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

POST 07/173 : **GROUNDSMAN (2 POSTS)**

SALARY CENTRE : R138 486 per annum, (Level 2)
: Vhembe District:
: Makwarela Local Office Ref: DSD/2026/57 (1 Post)
: Mopani District:
: DR CN Phatudi Ref: DSD/2026/58 (1 Post)

REQUIREMENTS : Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Knowledge And Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills. Ability to read and write.

DUTIES : Key Performance Areas: Maintain premises and surrounding. Clean premises and surrounding. Empty dirty bins. Maintain the garden. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipment and tools.

Key Performance Areas: Allocate vehicles on daily basis. Check the vehicle conditions. Maintain and update registers. Facilitate cleaning of vehicles. Conduct inspection on vehicles and report damages.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane / Ms MR Semake/Mr LI Mosehlana at 015 230 4422 / 4315 / 4375 / 4434.

DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY

Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. ALL positions targets Women and Persons with Disabilities.

APPLICANTS

: are encouraged to register and submit their applications through the e-recruitment link at <https://erecruitment.limpopo.gov.za>. However, hand delivered applications are accepted and must be submitted on the New Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za. No Email Or Fax Applications Will Be Accepted. Applications should be submitted to the centre (Head Office or districts) where the post is located as follows:

Head Office: The Acting Director: HRM, Department of Transport and Community Safety, Private Bag X 9491, Polokwane, 0700 or handed in at Phamoko Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.

Capricorn District, 39 Church Street, Snabasa Building, Polokwane 0699, Tel. No. 073 170 6748. Sekhukhune District, Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No 015 633 5150.

Waterberg District, NTK Building, Modimolle, Corner Limpopo Street & Thabo Mbeki. The Director, Private Bag X 1038, Modimolle, 0510, Tel No 014 718 2335/2317/2330. Mopani District, Giyani Govt Complex, The Director, Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000/7022.

Vhembe District, Thohoyandou Govt Complex, The Director, Private Bag X 2145, Sibasa, 0790, Tel No 015 960 3000

CLOSING DATE

: 13 March 2026 @16h00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NOTE

: Instructions from paragraph 3 to 7 applies to hand / mail delivered applications. The new Z83 applications form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 application form by applicants. All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following South African applicants need not provide passport numbers. If an applicant responded "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 it is acceptance for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" if yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refers 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 Z83 application form for employment and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered with Yes or No as provided on the Z83 application form, however if it is not applicable to the applicant, it is acceptable to indicate N/A. A specific reference number indicated on the post applied for must be quoted in the Column "Reference Number" on Z83 application form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents 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. Shortlisted candidates for the post of Senior Management Services (SMS) will be subjected to a technical exercise that is intended to test relevant technical elements of the job and competency-based assessment, the logistics of which will be communicated by the Department. A Pre-entry certificate

obtained from National School of Government (NSG) is required to all SMS applications. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. As per Department of Public Service and Administration (DPSA) directive on Human Resource Management and Development for Public Service Professionalization Volume 1 number 1.32.1, "All shortlisted candidates, including SMS shall undertake two pre- entry assessments. One will be a practical exercise and other will be an Integrity (Ethical Conduct) Assessment. All shortlisted candidates will be subjected to a security clearance and verification of qualifications and will be subjected to Personnel Suitability Check for Security reasons. Certified copies of educational qualifications, academic records, identity documents and a valid driver's licence (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Kindly note that No payment of any kind is required when applying for posts advertised in this circular. The advert will also be accessible on the following websites www.ldtcs.limpopo.gov.za / www.limpopo.gov.za and www.dpsa.gov.za / <https://erecruitment.limpopo.gov.za> / Provincial departments and social media platform. Communication will only be with shortlisted candidates and if you do not receive any response from us within 90 days /three (3) months after the closing date, you may regard your application as 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). Due to austerity measures the department will not carry any related costs (transport, accommodation and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 07/174** : **CHIEF DIRECTOR: PROVINCIAL SECRETARIAT FOR POLICE SERVICE REF NO: LDTCS H1/2026**
(Five (5) years fixed contract)
- SALARY** : R1 494 900.per annum. (Level 14). (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: An undergraduate qualification NQF level 7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Policing oversight or governance or related field will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment. 5 years' experience at senior management level. Valid driver's license (with the exception of persons with disabilities). No SAPS Membership: Must not be a current or former member of the South African Police Services (SAPS).Core And Process Competencies: Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles, good governance and oversight capabilities. Knowledge And Skills Sound and in-depth knowledge and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation, South African Police Services Act, Public service knowledge and negotiations, stakeholder engagement and community relation, change management and diversity.
- DUTIES** : Key Performance Areas: Monitor and evaluate the implementation of policing policy in the province. Evaluate and monitor police conduct in the province. Develop and evaluate safety models and monitoring tools to ensure alignment with the functions of the Civilian Secretariat. Assist the Civilian Secretariat with any monitoring and evaluation projects and Promote community police relations. Establish and promote partnerships. Manage the enhancement of community safety structures within the province.
- ENQUIRIES** : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163

POST 07/175 : **DIRECTOR: PROVINCIAL POLICE OVERSIGHT, CONDUCT AND COMPLIANCE REF NO: LDTCS H2/2026**

SALARY : R1 266 714.per annum. (Level 13) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE REQUIREMENTS : Head Office (Polokwane)
: An undergraduate qualification NQF level 7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Policing oversight or governance will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment.5 years' experience at a middle/senior management level in the Administration field. Valid driver's license (with the exception of persons with disabilities).Core And Process Competencies: Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Constitution to the republic of South Africa, Good governance and Batho-Pele Principles, SAPS Act, Knowledge of Community structures, Public Service Act, Public-Service Transformation, Government systems, legislation, structure, Internal performance evaluation and reporting, Security Act, SMS Handbook, Diversity management, PFMA, Civilian secretariat for police Act, Performance Management and monitoring

DUTIES : Key Performance Area: To manage monitoring and evaluation of the conduct and function of South African Police Services (SAPS). To manage monitoring and evaluation of implantation of police policies and directives. To supervise compliance with the Domestic Violence Act (DVA) policies and guidelines. To manage complaints against police. To manage the implementation of IPID recommendations by the Police. To oversee the monitoring and evaluation of the service delivery of police units in the Provincial police commissioner and specialised units. To manage the monitoring of Districts courts through the Court Watching Briefs Programme.

ENQUIRIES : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163

OTHER POSTS

POST 07/176 : **DEPUTY DIRECTOR: TRANSPORT PLANNING, POLICY AND RESEARCH REF NO: LDTCS H3/2026**

SALARY : R896 436.per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE REQUIREMENTS : Head Office (Polokwane)
: An undergraduate qualification NQF level 6 or equivalent qualification in one of the following: Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, Transport Engineering or Transport Operations, as recognized by South African Qualifications Authority (SAQA). An NQF level 7 qualification in any of the above will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of persons with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Computer literacy, Report writing, Good understanding of the PFMA, Operational and Strategic Planning, Leadership, Financial Management, Policy analysis and policy development skills, Transport Management, Thorough knowledge of Public Service policies and procedures, Project Management and Project planning.

<u>DUTIES</u>	:	Key Performance Area: Manage the development, maintenance and monitoring of Transport Plans i.e. Integrated Transport Plans (ITP's), Provincial Land Transport Framework (PLTF's) etc. Manage identification of transport research needs. Manage provincial transport forums. Manage the implementation of integrated public transport networks
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
<u>POST 07/177</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING REF NO: LDTCS H4/2026</u>
<u>SALARY</u>	:	R896 436.per annum. (Level 11). (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Management/ Human Resource Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. PERSAL Certificate / Results (Attached). Valid driver's license (with exception of persons with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Knowledge of PERSAL system, HR Prescripts, Public Service Regulation, Employment Equity Act, Microsoft Excel, Planning and organizing, Communication skills, Policy analysis, Presentation skills, ability to communicate at all levels. Interpersonal, high-level report writing and computer skills.
<u>DUTIES</u>	:	Key Performance Area: Develop, review and monitor the implementation of Human Resource plan. Develop, review and monitor the implementation of Employment Equity plan. Manage Staff Establishment and Provide PERSAL technical support. Manage Human Resource Information.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
<u>POST 07/178</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT & PERFORMANCE MANAGEMENT SYSTEMS REF NO: LDTCS H5/2026</u>
<u>SALARY</u>	:	R896 436.per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/ Public Management/ Human Resource Management Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of persons with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act Experience of and insight into legislation which impacts on human resource development. Negotiation Skills, People Management, Financial Management, 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, Knowledge of PERSAL system.

<u>DUTIES</u>	:	Key Performance Area: Manage skills development planning. Manage coordination of capacity building programmes. Manage coordination of learnerships, internships programmes and Workplace Integrated Learning Plan. Management of Bursaries. Ensure institutionalisation of the Performance Management Development System. Ensure planning and contracting towards development of performance contracts. Monitor progress reviews and evaluate performance.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
<u>POST 07/179</u>	:	<u>DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: LDTCS H6/2026</u>
<u>SALARY</u>	:	R896 436.per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane) An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Communication/Marketing will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of persons with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts and applications of communication services as well as understanding of the legislative framework governing the Public Service. People Management, Program and project Management skills, Financial Management skills, Change Management skills, Communication skills, Conflict Management skills, Policy analysing skills, Report writing skills.
<u>DUTIES</u>	:	Key Performance Area: Management of all departmental events. Management of internal and external marketing. Management of effective stakeholder, public participation, and media relations for the department. Management of promotional / marketing of external corporate image Manage and utilize resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
<u>POST 07/180</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT OPERATIONS REF NO: LDTCS S1/2026</u>
<u>SALARY</u>	:	R896 436.per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune District (Lebowakgomo) An undergraduate qualification NQF level 6 or equivalent qualification in one of the following: Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, Transport Engineering or Transport Operations, as recognized by South African Qualifications Authority (SAQA). An NQF level 7 qualification in any of the above will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of persons with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Computer Literacy, Knowledge of Public Transport products and programs, Public Transport history and current situation in SA, PFMA and Treasury Regulations, Knowledge of Public Service Policies and Procedures, Communication Skills, Conflict Management, Public relations, Analytical thinking and strategic management.
<u>DUTIES</u>	:	Key Performance Area: Manage the registration and licensing of public transport and transport operations. Manage transport operator conflicts. Monitor transport

- operator safety and compliance. Monitor implementation of rural transport strategy.
- ENQUIRIES** : Mr. Mabitsela M Tel No: 015 632 9529, Ms. Malope T: 015 632 9531
- POST 07/181** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDTCS W1/2026**
- SALARY** : R896 436.per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
- CENTRE REQUIREMENTS** : Waterberg (Modimolle)
: An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Social Sciences will be an added advantage. Five (5) years' experience within Corporate Services of which three (3) years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of persons with disability). Core And Process Competencies: Knowledge of PERSAL, Computer literacy, Financial Management, Management skills, Negotiation skills, Innovative thinking, Client Orientation and Customer Focus, Written and Verbal Communication Skills, Decision Making Skill, Strong Leadership and Team building Skills, Policy Development Skills, Planning and Organising skill, Conflict Management and Project Management. Knowledge And Skills: Sound and depth Knowledge and understanding of legislative framework governing public service i.e. Public Service Act, Public Service Regulation, Public Service knowledge.
- DUTIES** : Key Performance Area: Manage Human Resource Management and Development. Manage Employee Wellness services. Manage Information technology, Information management and communication services. Manage transformation and service delivery improvement services. Manage records, facilities and EPWP program.
- ENQUIRIES** : Mr. Motloutsi MF: 014 718 2335, Ms. Monyai RE 015 718 2330.
- POST 07/182** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF: LDTCS W2/2026**
- SALARY** : R896 436 per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
- CENTRE REQUIREMENTS** : Waterberg (Modimolle)
: An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of persons with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Advanced computer literacy, Knowledge of PFMA, BAS, PERSAL, LOGIS, Treasury regulations, Financial Management, Project Management, Programme Management, Risk identification and management, extensive knowledge and interpretation of accounting and reporting standards and good understanding of government Standard Chart of accounts.
- DUTIES** : Key Performance Area: Manage payment of salaries in the district. Prepare budget and monitor expenditure. Manage procurement services and district assets. Manage revenue and debt in the district. Ensure compliance to rules and regulations of financial policies
- ENQUIRIES** : Mr. Motloutsi MF: 014 718 2335, Ms. Monyai RE 015 718 2330.
- POST 07/183** : **CONTROL PROVINCIAL INSPECTOR REF NO: LDTCS W3/2026**
- SALARY** : R896 436. per annum. (Level 11) (All-inclusive remuneration package) The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.
- CENTRE** : Waterberg District (Modimolle)

<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Traffic Law Enforcement. A qualification in Road Traffic / Traffic Management will be an added advantage. 3 - 5 years' experience as Chief Provincial Inspector. 7-10 years working experience in the traffic law enforcement field. Five (5) years' experience of which three (3) years must be at Junior Management/Assistant Director level in the related field. Valid driver's license (with exception of persons with disabilities). No criminal record. Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem solving and Analysis, Client Orientation People and Customer focus, Communication. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, knowledge of criminal procedure Act, Road Safety history and current situation in SA, PFMA, Negotiation skills, Conflict resolution, Problem solving and presentation skills, Ability to communicate at all levels, Ability to analyse the findings and make recommendations, Understanding of legislatives governing the public service i.e. Public Service Act and Public Service Regulation. Public service knowledge, Negotiation, High level reporting skill.
<u>DUTIES</u>	:	Key Performance Area: Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009 and other related legislations. Manage implementation of operational law enforcement and road safety plans. Manage registration of operational law enforcement and road safety plans. Manage registration and licensing services. Manage provision of traffic operational resources. Manage the implementation of transport safety outreach programmes. Manage traffic information and management systems. Provide incident management systems
<u>ENQUIRIES</u>	:	Mr. Motloutsi MF Tel No: 014 718 2335, Ms. Monyai RE 015 718 2330.
<u>POST 07/184</u>	:	<u>CHIEF PROVINCIAL INSPECTOR (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R582 444.per annum (Level 10) Waterberg (Modimolle Traffic Station- (Ref LDTC W4/2026) Mopani District (Maruleng Traffic Station – (Ref: LDTCS M1/2026)
<u>REQUIREMENTS</u>	:	An Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Traffic Law Enforcement. A qualification in Road Traffic / Traffic Management will be an added advantage. 7-10 years' experience in the traffic law enforcement field. 3-5 years working experience at Principal Provincial Inspector. Valid driver's license (with exception of persons with disabilities). No criminal record. Core And Process Competencies: Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, Communication skills, Problem solving and analysis skills, Knowledge management, Service delivery and innovation skill, Client Orientation and Customer Focus. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyse the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage and enforce Road Traffic, Public passenger and Transport Legislation. Overall management of the traffic station. Manage joint law enforcement activities and projects. Manage the performance of all administrative activities and related duties.
<u>ENQUIRIES</u>	:	Mr. Motloutsi MF Tel No: 014 718 2335, Ms. Monyai RE 015 718 2330 (Waterberg) / Ms. Baloyi C: T 015 811 7022, Mr. Banyini NG 015 811 7019(Mopani)
<u>POST 07/185</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: PUBLIC TRANSPORT UNIT (PTU-WATERBERG DISTRICT) (REF: LDTCS W5/2026)</u>
<u>SALARY CENTRE</u>	:	R582 444.per annum (level 10) Waterberg District (Modimolle)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A recognised Traffic Diploma. A qualification in Road Traffic / Traffic Management will be an added

advantage.3 - 5 years' experience at Principal Provincial Inspector .7-10 years working experience in the traffic law enforcement field. Valid driver's license (with exception of persons with disabilities). No criminal record. Core And Process Competencies: Extensive knowledge of Traffic management policies and regulations, Relevant Legislation and Traffic management regulations, Communication skills, Problem Solving and Analysis, Knowledge Management, Service Delivery and Innovation, Client Orientation and Customer Focus. Knowledge and Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, Computer literacy, Strategic capability and Leadership, Programme and Project Management, Change Management, Problem solving and Analysis, Client orientation and customer focus, report writing skills.

DUTIES : Key Performance Areas: Manage the implementation of PTU. Manage stop and check. Manage and the assets and equipment of the unit. Management of office administration

ENQUIRIES : Mr. Motloutsi MF Tel No: 014 718 2335, Ms. Monyai RE 015 718 2330.

POST 07/186 : **ASSISTANT DIRECTOR: BUS CONTRACT ADMIN & SCHOLAR TRANSPORT REF NO: LDTCS H7/2026**

SALARY : R468 459.per annum (Level 09)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification NQF level 6 or equivalent qualification in one of the following: Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, Transport Engineering or Transport Operations, as recognized by South African Qualifications Authority (SAQA). An NQF level 7 qualification in any of the above will be an added advantage.3 - 5 years' experience at supervisory level in the same field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Extensive knowledge of Traffic management policies and regulations, Relevant Legislation and Traffic management regulations, Communication skills, Problem Solving and Analysis, Knowledge Management, Service Delivery and Innovation, Client Orientation and Customer Focus Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation, National Land Transport Act. Public service knowledge, negotiations, Public Service Knowledge, Facilitation skills, Computer literacy, Coordination and administration skills, Report writing skills, Quality management, Written and verbal communication skills.

DUTIES : Key Performance Area: Coordinate and control the implementation of Public and Scholar Transport Funding .Coordinate the implementation of Bus Subsidy and Scholar Transport Funding Policy .Coordinate the implementation of Bus and Scholar Transport Tender Contracts .Coordinate and monitor the implementation and creation of routes and other issues relating to the transportation of learners .Coordinate and Administer Database on schools and public Transport Operational Statistics.

ENQUIRIES : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163

POST 07/187 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: LDTCS H8/2026**

SALARY : R468 459.per annum (Level 09)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Human Resources Management /Development will be an added advantage.3 - 5 years' experience at supervisory level in the same field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on human resource development. 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 and PERSAL.
- DUTIES** : Key Performance Areas: Coordinate the implementation of skills programmes and bursaries. Coordinate implementation of internship, learnerships and will programmes. Coordinate skills development planning, reporting and facilitation of the workplace skills plan (WSP). Coordinate the implementation of inductions, career exhibitions and conferences.
- ENQUIRIES** : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
- POST 07/188** : **ASSISTANT DIRECTOR: TRANSFORMATION AND SERVICE DELIVERY (REF: LDTCS W6/2026)**
- SALARY** : R468 459.per annum (Level 09)
CENTRE : Waterberg District (Modimolle)
REQUIREMENTS : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration will be an added advantage. 3 - 5 years' experience at supervisory level in the same field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Public Service knowledge, 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** : Key Performance Areas: Coordinate Transformation programmes. Coordinate service delivery improvement and customer care within the district. Coordinate Provincial and District Events. Coordinate District planning sessions, reporting, monitoring and evaluation.
- ENQUIRIES** : Mr. Motloutsi MF Tel No: 014 718 2335, Ms. Monyai RE 015 718 2330.
- POST 07/189** : **ADMINISTRATION OFFICER (STUDENT ADMINISTRATION): TRAFFIC TRAINING COLLEGE (REF: LDTCS H9/2026)**
- SALARY** : R325 101 per annum (Level 7)
CENTRE : Limpopo Traffic College (Vhembe-Mutale)
REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Public Administration will be an added advantage. A minimum of two (2) years' experience in the same or related field. Valid driver's license (with exception of persons with disabilities). Core And Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing, Record management, Negotiation, Supervisory, Problem solving, Analytical thinking.
- DUTIES** : Key Performance Area: Handling application for training. Provide student administrative services. Provide record keeping. Managing auxiliary services.
- ENQUIRIES** : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
- POST 07/190** : **ADMINISTRATION OFFICER: CONTRAVENTION AND GENERAL ADMIN (2 POSTS)**
- SALARY** : R325 101.per annum (Level 7)
CENTRE : Capricorn District- (Ref: LDTCS C1/2026)
Waterberg District- (Ref: LDTCS W7/2026)
REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Public Administration/Financial

Management will be an added advantage. A minimum of two (2) years' experience in clerical field. Valid driver's license (with exception of persons with disabilities). Core And Process Competencies: Computer literacy, probl). Coreving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer Literacy, PFMA, organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act.

DUTIES : Key Performance Area: Receiving and Registering of Summons. Collection of revenue and ensure daily banking. Registering summons in Court roll. Conduct follow-up on court results and weekly returns.

ENQUIRIES : Ms. Lepulana MM 073 170 6748 (Capricorn) / Mr. Motloutsi F: 014 718 2335, Ms. Monyai RE 015 718 2330

POST 07/191 : **ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES (2 POSTS)**

SALARY CENTRE : R325 101.per annum. (Level 07)
: Vhembe District (Ref: LDTCS V1/2026)
: Waterberg District (Ref: LDTCS W8/2026)

REQUIREMENTS : An undergraduate qualification NQF level 6 or equivalent qualification in one of the following: Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, or Transport Operations, as recognized by South African Qualifications Authority (SAQA). A minimum of two (2) years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core And Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.

DUTIES : Key Performance Area: Investigate matters related to illegal public transport operations. Inspect subsidized contract agreement and general permits. Monitor bus timetable and routes. Inspect bus and taxi routes. Monitor scholar transport and animal-drawn carts

ENQUIRIES : Mr. Chabani T Tel No: 015 960 3094/ Ms. Masithi NH 015 960 3032 (Vhembe)/ Mr. Motloutsi MF: 014 718 2335, Ms. Monyai RE 015 718 2330. (Modimolle)

POST 07/192 : **ADMINISTRATIVE OFFICER: OPERATING LICENSES (2 POSTS)**

SALARY CENTRE : R325 101.per annum. (Level 07)
: Mopani District (Ref: LDTCS M2/2026)
: Sekhukhune District (Ref: LDTCS S2/2026) Sekhukhune (Fetakgomo Municipality)

REQUIREMENTS : An undergraduate qualification NQF level 6 or equivalent qualification in one of the following: Transport Planning, Transport Management, Urban and Regional Planning, Transport Economics, or Transport Operations, as recognized by South African Qualifications Authority (SAQA). A minimum of two (2) years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations,

DUTIES : Key Performance Areas: Register Taxi Associations and non-members. Arrange operating licenses board meetings. Verify vehicles ownership. Issue permits and operating licenses

ENQUIRIES : Ms. Baloyi C Tel No: 015 811 7022, Mr. Banyini NG 015 811 7019(Mopani) / Mr. Mabitsela M: 015 632 9529, Ms. Malope T: 015 632 9531 (Sekhukhune)

POST 07/193 : **ADMINISTRATION OFFICER: SECURITY SERVICES REF NO: LDTCS H10/2026**

SALARY : R325 101.per annum (Level 7)
CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. An undergraduate qualification in Public Administration and Security Management will be an added advantage. A minimum of two (2) years to experience in the same or related field. Valid driver's license (with exception of persons with disabilities) Core And Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge And Skills Computer Literacy, PFMA, Organizing skills, Verbal and written communication, Interpersonal relations, Planning and Organizational Skills, Report Writing.

DUTIES : Key Performance Area: To provide administrative and functional support to the functioning of security services. Monitor the performance of security officers in the access controls to the departmental premises, parking and district offices. Ensure compliance with implementing security measures. Ensure the effectiveness of electronic and physical surveillance system. Ensure proper records keeping of the security service limit

ENQUIRIES : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163

POST 07/194 : **ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT (SIGN LANGAUGE) REF NO: LDTCS V2/2026)**

SALARY : R325 101.per annum. (Level 07)
CENTRE : Vhembe District (Thohoyandou)

REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA.A qualification in Public Administration will be an added advantage. A minimum of two years' experience in the same or related field. Valid driver's license (except for persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge of working with deaf people, Knowledge of disability services Problem Solving, Interpersonal Skills, Safe driving skills, Time Management, Good Communication Skills, Diversity Management, Computer Literacy, Orientation and Mobility Skills Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.

DUTIES : Key Performance Areas: Provide disability support. Provide administration services. Provide sign languages services for the Department. Support disability awareness campaigns, commemorative days and training initiatives.

ENQUIRIES : Mr. Chabani T Tel No: 015 960 3094/ Ms. Masithi NH 015 960 3032

POST 07/195 : **ADMINISTRATIVE OFFICER: DISABILITY ASSISTANT (VISUALY IMPAIRED) REF NO: LDTCS V3/2026**

SALARY : R325 101 per annum. (Level 07)
CENTRE : Vhembe District (Thohoyandou)

REQUIREMENTS : An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Public Administration will be an added advantage. A minimum of two years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge of working with deaf people, Knowledge of disability services Problem Solving, Interpersonal Skills, Safe driving skills, Time Management, Good Communication Skills, Diversity Management, Computer Literacy. Orientation And Mobility Skills Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem

- solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
- DUTIES** : Key Performance Areas: Provide disability support. Provide administration services. Support disability awareness campaigns, commemorative days and training initiatives.
- ENQUIRIES** : Mr. Chabani T Tel No: 015 960 3094/ Ms. Masithi NH 015 960 3032
- POST 07/196** : **STATE ACCOUNTANT: ACQUISITION REF NO: LDTCS H11/2026**
- SALARY** : R325 101 per annum. (Level 07)
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Supply Chain Management/Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
- DUTIES** : Key Performance Areas: Co-ordinate and execute the bidding process. Co-ordinate and compile a list of prospective providers for quotations. Source quotations from database according to the threshold values as determined by National Treasury. Ensure an effective acquisition management service
- ENQUIRIES** : Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
- POST 07/197** : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: LDTCS C2/2026**
- SALARY** : R325 101.per annum. (Level 07)
- CENTRE** : Capricorn District (Polokwane)
- REQUIREMENTS** : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Supply Chain Management/Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
- DUTIES** : Key Performance Areas: Monitor the implementation of the procurement plan. Draft specifications and terms of reference for required goods and services. Registration of suppliers into the Central Supplier Database (CSD). Conduct price analysis
- ENQUIRIES** : Ms. Lepulana MM Tel No: 073 170 6748 / Ms. Maphoto SM 071 946 8565
- POST 07/198** : **STATE ACCOUNTANT: ASSET AND INVENTORY MANAGEMENT (3 POSTS)**
- SALARY** : R325 101.per annum. (Level 07)
- CENTRE** : Mopani (Giyani) (Ref: LDTCS M2/2026) (2 Post)
Sekhukhune District) (Ref: LDTCS S3/2026) (1 Post)
- REQUIREMENTS** : Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis,

		Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<u>DUTIES</u>	:	Key Performance Areas: Registration of Departmental Assets. Maintenance of Asset register Updating of Inventory lists. Conduct disposal of obsolete and redundant assets.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: 015 811 7022, Mr. Banyini NG 015 811 7019(Mopani)/ Mr. Mabitsela M: 015 632 9529, Ms. Malope T: 015 632 9531 (Sekhukhune)
<u>POST 07/199</u>	:	<u>STATE ACCOUNTANT: REVENUE AND DEBT (2 POSTS)</u>
<u>SALARY</u>	:	R325 101.per.annum. (Level 7)
<u>CENTRE</u>	:	Mopani (Giyani) And Waterberg District (Modimolle) Mopani (Giyani)(Ref: LDTCS M3/2026) Waterberg District (Modimolle)(Ref: LDTCS W9/2026)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the creation and recovery of departmental debts. Reconciliation of revenue collected and debts. Monitoring and revenue collection and safekeeping of state funds. Ensure compliance to rules and regulations of revenue policies.
<u>ENQUIRIES</u>	:	Ms. Baloyi C (Mopani) Tel No: 015 811 7007022, Mr Banyini NG 015 811 7019 / Mr. Motloutsi MF: 014 718 2335, Ms. Monyai RE 015 718 2330. (Modimolle)
<u>POST 07/200</u>	:	<u>ADMIN CLERK: HELP DESK SERVICES REF NO: LDTCS H12/2026</u>
<u>SALARY</u>	:	R228 321.per annum. (Level 05)
<u>CENTRE</u>	:	Head Office (Polokwane) Post targeting Persons with Disabilities
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Computer Literacy. A qualification in Administration will be an added advantage. Valid Driver's Licence (Except for persons with disabilities) Core And Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<u>DUTIES</u>	:	Key Performance Areas: Registration and licensing of vehicles. Issue drivers and learner's licenses. Issue roadworthy certificates Issue special vehicles permits, motor trade numbers and allocate license numbers.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: 015-295 1209, Ms. Mpe N.F: 015 294 8401 and Ms. Maja M: 015 295 1163
<u>POST 07/201</u>	:	<u>ADMIN CLERK: NATIS CLERK (2 POSTS)</u>
<u>SALARY</u>	:	R228 321.per annum. (Level 05)
<u>CENTRE</u>	:	Waterberg District (Ref: Lephallale TS) Sekhukhune District (Ref: LDTCS S4/2026) (Moutse TS) - Post targeting Persons with Disabilities. Waterberg District (Ref: LDTCS W10/2026)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Computer Literacy. A qualification in Finance or Licensing will be an added advantage. Valid Driver's Licence (Except for persons with disabilities) Core And Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and

- Customer Focus, Communication Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
- DUTIES** : Key Performance Areas: Registration and licensing of vehicles. Issue drivers and learner's licenses. Issue roadworthy certificates. Issue special vehicles permits, motor trade numbers and allocate license numbers.
- ENQUIRIES** : Mr. Mabitsela M Tel No: 015 632 9529, Ms. Malope T: 015 632 9531 (Sekhukhune) / Enquiries: Mr. Motloutsi MF: 014 718 2335, Ms. Monyai RE 015 718 2330. (Modimolle)
- POST 07/202** : **ADMIN CLERK: CONTRAVENTION AND GENERAL ADMIN (7 POSTS)**
- SALARY CENTRE** : R228 321.per annum. (Level 05)
: Capricorn District (Ref: LDTCS C3/2026)
Lebowakgomo TS - Post targeting Persons with Disabilities (1 Post)
Sekgosesa TS (1 Post)
Vhembe District (Ref: LDTCS V4/2026)
Mutale TS - Post targeting Persons with Disabilities (1 Post)
Waterberg District (Ref: LDTCS W11/2026)
Mantsole TCC - Post targeting Persons with Disabilities (1 Post)
Sekhukhune (Ref: LDTCS S5/2026)
Dilokong Ts (X2 Posts)
Moutse Ts (1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Computer Literacy. A qualification in Financial Management will be an added advantage. Valid Driver's Licence (Except for persons with disabilities) Core And Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
- DUTIES** : Key Performance Areas: Render general administration support services. Render financial support services. Render contravention services. Handle transport services.
- ENQUIRIES** : Ms. Lepulana MM Tel No: 073 170 6748 (Capricorn), Ms. Maphoto SM 071 9468565 / Mr. Chabani T: 015 960 3094/ Ms. Masithi NH 015 960 3032(Vhembe)/ Enquiries: Mr. Motloutsi MF: 014 718 2335, Ms. Monyai RE 015 718 2330. (Modimolle) / Mr. Mabitsela M: 015 632 9529, Ms. Malope T: 015 632 9531. (Sekhukhune)
- POST 07/203** : **FINANCIAL CLERK/ CASHIER MOPANI DISTRICT REF NO: LDTC M4/2026 (2 POSTS)**
- SALARY CENTRE** : R228 321 per annum. (Level 05)
: Mopani District (Ba-Phalaborwa Ts And Giyani Ts - Post targeting Persons with Disabilities)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Computer Literacy. A qualification in Financial Management will be an added advantage. Valid Driver's Licence (Except for persons with disabilities) Core And Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
- DUTIES** : Key Performance Areas: Perform cashier duties i.e. issuing of receipts, safekeeping and banking of state monies. Maintain and update relevant register. Provide a consolidated report. Capture revenue transactions in the financial systems. Prepare payment to Provincial and service provider for cash collection.
- ENQUIRIES** : Ms. Baloyi C (Mopani) Tel No: 015 811 7000/7022, Mr Banyini NG 015 811 7019.
- POST 07/204** : **ACCOUNTING CLERK: ASSET AND INVENTORY REF NO: LDTCS V5/2026)**
- SALARY CENTRE** : R228 321.per annum. (Level 05)
: Vhembe District (Thohoyandou-District Office)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Computer Literacy. A qualification in Financial Management will be an added advantage. Valid Driver's Licence

(Except for persons with disabilities) Core And Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.

DUTIES

: Key Performance Areas: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.

ENQUIRIES

: Mr. Chabani T Tel No: 015 960 3094/ Ms. Masithi NH 015 960 3032

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 13 March 2026 @ 16h00
- NOTE** : The Z83 Form must be completed in the manner that it provides sufficient information about the candidate and the post that the candidate applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered and the form should be initialled (DPSA Circular 3 of 2025) The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the correct Post, correct Reference Number and correct name of the Department on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevents re-appointment under Part F – “applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment, as their prior employment can be verified”. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will also be subjected to practical assessments, will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, 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. SMS POSTS: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service

Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

MANAGEMENT ECHELON

POST 07/205 : **DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DEDT 2025/26/28**
 Re-advert applicants who applied previously are encouraged to reapply)

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), all-inclusive salary package
 : Head Office, Mbombela
 : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics/Business Management with five (05) years relevant work experience at a middle/senior managerial level. Proven experience in Government policies and programmes. Sound knowledge and experience in small businesses and Women Empowerment Legislative Frameworks, Public Finance Management Act (PFMA) and Project Management. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Knowledge of Government budgeting processes. Competencies: A preferable candidate must competently display these competencies: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

DUTIES : Designing, implementing and monitoring programs aimed at enhancing the economic capabilities of individuals and communities often focusing on marginalized groups by facilitating access to skills training, business development support and network opportunities to promote sustainable economic development in the green economy, mining, agriculture, tourism and manufacturing. Facilitate the implementation of all economic empowerment charters in all the sectors of our provincial economy. Support the initiative to establish partnership within mining. Support MSI Training and incubation programme. Oversee and report on the implementation of policies, programmes, mechanisms and interventions that promote women, youth, black owned businesses and persons with disabilities. Manage/ strengthen and input on policies and programme that mainstream the social transformation and economic empowerment of women, youth and persons with disabilities in South Africa. Management of governance within Economic Empowerment Directorate. Initiate and implement programmes that support the revitalization of rural and township economy. Identification of black owned companies participating in the green economy, mining value chain, tourism sector and manufacturing sector and link them with relevant stakeholders to get the appropriate support and funding. Identify and profile black owned companies in the province and develop a database of all empowered initiative. Management of all resources within the Directorate and handle all Auditor General queries and findings.

ENQUIRIES APPLICATIONS NOTE : Mr. SJ Xaba Tel No: (013) 766 4146
 : Email application to: recruitmentdedt2@mpg.gov.za
 : (Please note that this post was previously advertised on DPSA Vacancy Circular 10 on 14 March 2025 and applicants who applied previously are encouraged to reapply)

POST 07/206 : **DIRECTOR: COMMUNICATION REF NO: DEDT 2025/26/29**

SALARY CENTRE : R1 266 714 per annum (Level 13), all inclusive salary package
 : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised NQF level seven (07) tertiary qualification in Communication/Journalism/Marketing/Public Relations with five (05) years relevant work experience in government communication at a middle/senior managerial level. The prospective appointee must also be able to work under pressure; willing to work irregular hours (including weekends and public holidays); and also willing to travel extensively. Good understanding of the Departmental mandate in terms of applicable Acts, prescripts and regulations, as well as the media landscape. Competencies: A preferable candidate must competently display these competencies: excellent communication skills (verbal and written); excellent interpersonal skills; and have good understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. strategic capability, leadership, project management, financial management, knowledge management, service delivery innovation, problem-solving and analysis, people management and empowerment, client orientation and stakeholder liaison, customer focus and communication, honesty and integrity.

DUTIES : Media Relations: Oversee the management of media liaison, media monitoring and analysis services, facilitation of interviews, media-space buying and the implementation of mass media campaigns. Render spokesperson ship function by becoming the official spokesperson of the Department and strengthen and nurture media relations. Corporate Communication: Oversee the rendering and management of graphic design and layout service, production and publications, content development, editorial, corporate identity and brand management, updating of official online platforms. Stakeholder Relations: Oversee the rendering and management of community/public participation programmes, which include outreach programmes, exhibitions, social media interactions, photography, video production, and branding paraphernalia. Governance: Manage, develop personnel, financial and non-financial resources of the Directorate.

ENQUIRIES : Mr. SJ Xaba Tel No: (013) 766 4146
APPLICATIONS : Email application to: recruitmentdedt2@mpg.gov.za

OTHER POSTS

POST 07/207 : **ASSISTANT DIRECTOR TOURISM REF NO: DEDT 2025/26/32**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised undergraduate NQF Level six (6) tertiary qualification in Tourism Development/Tourism Management/Tourism Marketing with a minimum 3-years functional experience in tourism environment/ economic development. A valid driving licence. Knowledge of Tourism Second Amendment Act (3 of 2014) and applicable Tourism Policies Skills needed: Project management; Analytical thinking; Planning and Organisational; Problem-solving; Decision making, Creative thinking, Accuracy and numeracy; Computer literacy in MS Office (Word, Excel, Powerpoint); Communication (written and verbal); presentation; Leading and Supervising; Working with people; Networking; Ability to work independently and as part of a team, Ability to analyse, conceptualise and implement policy.

DUTIES : Stakeholder engagements, Project Management, Setting up meetings with stakeholders, Minutes taking, Assist the public with tourism related enquiries, Report writing, Data management. Initiate and facilitate capacity-building and tourism sector awareness programmes through business processes, information and training. Support and participate in all relevant provincial and national structures. Assist in the development of tourism strategies and programmes in line with the national and provincial plans. Assist in the establishment and supporting of tourism structures, give guidance to tourism structures, stakeholders and municipalities. Assist in the facilitation and coordination of implementation of the Provincial Tourism Master plan, and engage all relevant stakeholders in the Tourism Sector. Assist in the compilation of quarterly reports, that includes Performance information, Risk Management reports.. Perform any other work that may assigned to you by the manager.

ENQUIRIES : Ms. FP Sibiyi Tel No: (013) 766 4490
APPLICATIONS : Email application to: recruitmentdedt4@mpg.gov.za

POST 07/208 : **ADMINISTRATION OFFICER: OFFICE OF THE HOD REF NO: DEDT 2025/26/30**

SALARY : R325 101 per annum (Level 7)
CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognized NQF level six (6) tertiary qualification in Management Assistant / Secretarial / Office Administration / Office Management / Business Administration/ Public Management/ Administration with three (3) years' experience in rendering support to Senior Management Services. Willingness to work beyond regular hours to meet deadline. Experience in managing traveling arrangements, management of diary and calendar. Knowledge and experience in Microsoft Office Suite, Microsoft and other relevant software. Experience in report writing and providing Secretarial Services. Basic knowledge of the relevant legislations / policies / prescripts and procedures governing public service and Batho pele principles. Ability to manage multiple tasks. Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information., honesty and integrity, good verbal and written communication skills, presentation skills, advanced computer skills (word, excel, power-point).

DUTIES : Perform office management duties such as typing of letters, memos, reports and related correspondence, photocopying. Receive and screen telephone calls in the Office and direct them accordingly. Ensure that office equipment, such as photocopiers are in good working order. Record the engagements and advise accordingly in the Office. Compile schedules for appointments. 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. Check the correctness of submission/reports. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents in the office. Make travel arrangements, accommodation, flights, meeting, venue. Diaries and confirm appointments for senior managers. Uphold a positive image of the office. Take minutes, prepare presentations. Responsible for office items like stationary, refreshments etc, for the activities of the HOD. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Prepare logistical arrangements for meetings when required.

ENQUIRIES : Ms. J Mabuza Tel No: (013) 766 4140
APPLICATIONS : Email application to: recruitmentdedt6@mpg.gov.za

POST 07/209 : **COMMERCIAL CLEANER REF NO: DEDT 2025/26/31**

SALARY : R138 486.per annum (Level 2)
CENTRE : Gert Sibande District, Ermelo
REQUIREMENTS : Grade ten (10) certificate with knowledge and skills of general hygiene, cleaning products and application, basic literacy and communication skills. Prepare to work autonomously and under pressure. Ability and knowledge to use a variety of cleaning equipment and products. Relevant work experience will serve as an added advantage.

DUTIES : Perform generic cleaning duties i.e. sweeping, buffing, mopping, dusting, emptying trashcans, vacuuming, polishing woodwork, wiping tables, scrubbing toilets and cleaning dishes and cutleries. Assist whenever there is a need.

ENQUIRIES : Ms. NC Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email application to: recruitmentdedt5@mpg.gov.za

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.

CLOSING DATE : 13 March 2026.

NOTE : Applicants are advised to apply as early as possible to avoid disappointments. 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 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.

OTHER POSTS

<u>POST 07/210</u>	:	<u>MANAGER NURSING (PN-A9): CHILD HEALTH (DCST) REF NO: MPDoH/Feb/26/1197</u>
<u>SALARY</u>	:	R1 155 099 – R1 320 732 per annum
<u>CENTRE</u>	:	Ehlanzeni District
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level of Child Health Services. Post basic qualifications in Child health, Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Valid driver's licence.
<u>DUTIES</u>	:	Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity, and mortality meetings) for organisation (e.g., District Performance Reviews) Support of facilities on implementation of Child Health services. Primary support districts hospitals in the provision of paediatric and child health services Participate in training and mentoring on programme related activities

IMCI; ETAT; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 07/211 : **MANAGER NURSING (PN-A9): PHC: DCST REF NO: MPDoH/Feb/26/1198**

SALARY : R1 155 099 – R1 320 732 per. annum

CENTRE : Ehlanzeni District

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level of Primary Health Care. Post basic qualifications in Primary Health Care, Diploma / Degree in Nursing Education and Administration will be an added advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Valid driver's licence

DUTIES : Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity, and mortality meetings) for organisation (e.g., District Performance Reviews) Support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 07/212 : **MANAGER NURSING (PN-A9): PHC: DCST REF NO: MPDoH/Feb/26/1199**

SALARY : R1 155 099 – R1 320 732 per. annum

CENTRE : Nkangala District

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to

above must be appropriate/recognizable experience at management level of Primary Health Care. Post basic qualifications in Primary Health Care, Diploma / Degree in Nursing Education and Administration will be an added advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Valid driver's licence

DUTIES : Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity, and mortality meetings) for organisation (e.g., District Performance Reviews) Support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 07/213 : **DEPUTY MANAGER NURSING (PN-A8): MATERNAL & NEONATAL HEALTH REF NO: MPDoH/Feb/26/1200**

SALARY CENTRE REQUIREMENTS : R1 028 091 – R1 172 427 per. annum
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus Diploma/Degree in General nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2026). A minimum of 09 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 04 years of the period referred to above must be appropriate/recognizable experience at management level of Advance Midwifery. Post basic qualifications in Advance Midwifery and Neonatal Nursing Science. Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes. Be able to work under pressure. Valid driver's licence.

DUTIES : Assist in coordination of the Maternal and Neonatal Health programme in the province and liaise with National Sub-Directorate, Districts and other sectors on issues related to Maternal Health. Develop strategic plans, policies, and protocols on implementation of Maternal and Neonatal Health programme. Support districts with the implementation of national and provincial policies. Render technical support, advice, and capacity building of personnel. Support the implementation of norms and standard for Maternal and Neonatal health programme. Manage the programme's finances and budget, Conduct research on Maternal Health related issues (CARMA, ESMOE, MSSN, HBB, PPIP & MaMMAS programs). Monitor and evaluate the impact of the programme.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

<u>POST 07/214</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8) REF NO: MPDoH/Feb/26/1201</u>
<u>SALARY</u>	:	R1 028 091 – R1 172 427 per annum
<u>CENTRE</u>	:	Evander Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management level. Must be computer literate and able to work with MS Office packages including email. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Good verbal and written communication skills, mentorship and supervisory skills. Computer literacy, DHIS and TIER.NET. Knowledge and understanding of Human Resource and Financial Management. Valid driver's licence.
<u>DUTIES</u>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 07/215</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDoH/Feb/26/1204 (3 POSTS)</u>
<u>SALARY</u>	:	R693 096 – R789 861 per. annum
<u>CENTRE</u>	:	Oakley Clinic, Calcutta Clinic and Thulamahashe Clinic (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 07/216</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF. NO: MPDoH/Feb/26/1205</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 – R559 548 per annum Moreipuso Clinic (Ehlanzeni District) 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.
<u>DUTIES</u>	:	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, labor 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.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 07/217</u>	:	<u>CLINICAL CASE MANAGER REF. NO: MPDoH/Feb/26/1211 (6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per.annum. (Level 8 NB Non OSD Post) (plus service benefits)
<u>REQUIREMENTS</u>	:	Mapulaneng Hospital (1 Post) Rob Ferreira Hospital (1 Post) Shongwe Hospital (1 Post) Themba Hospital (1 Post) Tintswalo Hospital (1 Post) Tonga Hospital (1 Post) (Ehlanzeni District) Senior Certificate / Grade 12 qualification 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 ICU / Critical Care Science will be an added advantage. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. NB: Non OSD posts. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Good knowledge of the Uniform Patient Fees Schedule (UPFS), Knowledge of the Medical Schemes Act 131 of 1998 i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP) and the application of Prescribed Minimum Benefit (PMB) legislation. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedure codes will be an advantage.

DUTIES : Identify and select externally funded patients for case management intervention Perform Case Management functions, i.e. obtaining pre-authorisation for emergency admissions, verify benefits with medical schemes and send clinical updates and assist with the implementation of Case Management policies, protocols and procedures. Daily ward rounds to identify billable services done on RAF, M/A, SAPS, PCS, IOD, DOJ, H3. Liaise with the various role players e.g. clinicians and medical scheme case managers to monitor utilisation while in hospital. Monitor ICD-10 coding and other clinical information to prevent rejections by funders. Assist in Revenue office with ICD-10 coding accuracy before submitting a claim, provide most appropriate procedure codes. Dissemination of information. Do clinical statistics monthly of the cases managed, ICD10 codes used, medical schemes, authorizations obtained, updates done and clinical rejections monitored.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 07/218 : **CLINICAL CASE MANAGER REF. NO: MPDoH/Feb/26/1215 (4 POSTS)**

SALARY : R397 116 per. annum. (Level 8 NB Non OSD Post) (plus service benefits)
CENTRE : Bethal Hospital (1 Post)
 Ermelo Hospital (1Post)
 Piet Retief Hospital (1 Post)
 Standerton Hospital (1 Post) (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification 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 ICU / Critical Care Science will be an added advantage. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. NB: Non OSD posts. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Good knowledge of the Uniform Patient Fees Schedule (UPFS), Knowledge of the Medical Schemes Act 131 of 1998 i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP) and the application of Prescribed Minimum Benefit (PMB) legislation. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedure codes will be an advantage.

DUTIES : Identify and select externally funded patients for case management intervention Perform Case Management functions, i.e. obtaining pre-authorisation for emergency admissions, verify benefits with medical schemes and send clinical updates and assist with the implementation of Case Management policies, protocols and procedures. Daily ward rounds to identify billable services done on RAF, M/A, SAPS, PCS, IOD, DOJ, H3. Liaise with the various role players e.g. clinicians and medical scheme case managers to monitor utilisation while in hospital. Monitor ICD-10 coding and other clinical information to prevent rejections by funders. Assist in Revenue office with ICD-10 coding accuracy before submitting a claim, provide most appropriate procedure codes. Dissemination of information. Do clinical statistics monthly of the cases managed, ICD10 codes used, medical schemes, authorizations obtained, updates done and clinical rejections monitored.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 07/219</u>	:	<u>CLINICAL CASE MANAGER REF NO: MPDoH/Feb/26/1219 (4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per. annum. (Level 8 NB Non OSD Post) (plus service benefits)
	:	Bernice Samuel Hospital (1 Post)
	:	KwaMhlanga Hospital (1 Post)
	:	Middelburg Hospital (1 Post)
	:	Witbank Hospital (1Post) (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification 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 ICU / Critical Care Science will be an added advantage. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. NB: Non OSD posts. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Good knowledge of the Uniform Patient Fees Schedule (UPFS), Knowledge of the Medical Schemes Act 131 of 1998 i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP) and the application of Prescribed Minimum Benefit (PMB) legislation. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedure codes will be an advantage.
<u>DUTIES</u>	:	Identify and select externally funded patients for case management intervention Perform Case Management functions, i.e. obtaining pre-authorisation for emergency admissions, verify benefits with medical schemes and send clinical updates and assist with the implementation of Case Management policies, protocols and procedures. Daily ward rounds to identify billable services done on RAF, M/A, SAPS, PCS, IOD, DOJ, H3. Liaise with the various role players e.g. clinicians and medical scheme case managers to monitor utilisation while in hospital. Monitor ICD-10 coding and other clinical information to prevent rejections by funders. Assist in Revenue office with ICD-10 coding accuracy before submitting a claim, provide most appropriate procedure codes. Dissemination of information. Do clinical statistics monthly of the cases managed, ICD10 codes used, medical schemes, authorizations obtained, updates done and clinical rejections monitored.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 07/220</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDoH/Feb/26/1223 (4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 – R382 107 per annum
	:	Jim Brown Clinic, Cottendale Clinic, Arthurstone Clinic and Skukuza Clinic (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

ENQUIRIES

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

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 23 March 2026

NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 07/221 : **DIRECTOR: HIGHER EDUCATION AND TRAINING REF NO: AGR 03/2026**

SALARY : R1 266 714. per annum (level 13). (All– inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : A undergraduate degree in higher education or agricultural management or agricultural science as recognised by SAQA (NQF 7); 5 years middle and/ or senior management experience in agricultural management or higher education; A Valid driver's license, or alternative mode of transport for people with disabilities. Competencies: Proven knowledge of and working experience with relevant legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions, i.e higher education; Proven knowledge in the processes involved in developing higher education training policies; Knowledge of Strategic management; Knowledge of People management and development; Good communication skills; and understanding of higher education governance and accreditation processes.

DUTIES : Line management - higher education and training; Strategic management, including change management; Financial management; People management, including student management; Oversee and support the design, development, and delivery of a high-quality, innovative and industry-relevant academic programme; Client services/ stakeholder management and engagement/ liaison

ENQUIRIES : Mr Granville Stander Tel No: (021 808 5019)

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

CLOSING DATE : 23 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification

purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 07/222 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE USE AND MANAGEMENT (CALEDON), REF NO. AGR 10/2025 R1**

SALARY : Grade A: R391 671 - Grade C: R586 665 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government

: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; Three years post qualification technical (Engineering) experience; A valid driving license. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication; Proven Computer Literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Compile and submit reports as required; Research and development.

ENQUIRIE APPLICATIONS : Mr G Jephthas at Tel No: (028) 425 4819
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/223 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE: CENTRAL KAROO (LAINGSBURG), REF NO. AGR 24/2025 R1**

SALARY : Grade A: R391 671 - Grade C: R586 665 per annum (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government

: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; Three years post qualification technical (Engineering) experience; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical

- and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIE APPLICATIONS** : Ms PJ Pienaar at Tel No: (083) 649 9306
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/224** : **SCIENTIST (PRODUCTION LEVEL): FOOD SCIENCE (ELSENBURG), REF NO: AGR 11/2026**
- SALARY CENTRE REQUIREMENTS** : Grade A: R761 157 - Grade C: 1 144 008 per annum (OSD as prescribed)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year Degree: BSc (Hons) in Food Science or 4-year relevant qualification or higher qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist; Three years post qualification (natural scientific) experience; A valid driving licence. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.
- DUTIES** : Undertake advanced research for the development of new products, adaptation of existing ones, including improvement, identification of new and innovative methods and processes, new technology, infrastructure and equipment; Write and publish papers in semi and scientific platforms; Facilitate compliance of agri-processing establishments, infrastructure and product compliance with relevant prescripts and market requirements; Facilitate on-site advice and support and training in various agri-processing activities; Perform administrative and human capital development functions, liaise with various stakeholders within the sector and represent the department and/or programme on various platforms.
- ENQUIRIE APPLICATIONS** : Ms L Thabethe at Tel No: (021) 808 7733
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/225** : **ARTISAN (PRODUCTION LEVEL)- CARPENTRY: BUILDING MAINTENANCE, (ELSENBURG), REF NO: AGR 05/2026**
- SALARY** : Grade A: R243 597 - R270 357 per annum
: Grade B: R285 816 - R317 211 per annum
: Grade C: R332 061 - R408 048 per annum (Salary will be determined as per OSD prescripts)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
: Appropriate Trade Test Certificate (Carpentry); A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Technical analysis; Manufacturing of wooden structure and items, including but not limited to building frameworks, custom furniture, cabinets, doors, windows, stairs and decorative trims; Maintenance and repairs of equipment and infrastructure; General maintenance and repairs in support of the sub-directorate; Administration, supervision, procurement and expenditure control; Legislative framework governing the public service; Working procedures in terms of the working environment; Legal compliance; Relevant experience. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Technical report writing; Problem solving and analysis; Planning and organising Analytical; Creativity; Decision making; Self-management; Customer focus and responsiveness; Ability to work independently and as part of a team; Ability to adapt to the working requirements and environment.
- DUTIES** : Design new carpentry-related requirements; Production of new carpentry related requirements; General maintenance and repairs of infrastructure in support of the sub-directorate; Perform administrative and related functions.
- ENQUIRIE** : Mr V Govender at Tel No: (021) 808 5422

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/226** : **ARTISAN (PRODUCTION LEVEL)- ELECTRICAL: BUILDING MAINTENANCE, (ELSENBURG), REF NO: AGR 06/2026**
- SALARY** : Grade A: R243 597- R270 357 per annum
Grade B: R285 816- R317 211 per annum
Grade C: R332 061 - R408 048 per annum (Salary will be determined as per OSD prescripts)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
Appropriate Trade Test Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Technical analysis; Working procedures; Legislative framework governing the public service; Legal compliance; Relevant experience. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Technical report writing; Problem solving and analysis; Planning and organising Analytical; Creativity; Decision making; Self-management; Customer focus and responsiveness; Ability to work independently and as part of a team; Ability to adapt to the working requirements and environment.
- DUTIES** : Design and installing of new electrical installations; Electrical maintenance and repair of infrastructure; General maintenance and repairs in support of the sub-directorate; Administration, supervision, procurement and expenditure control.
- ENQUIRIE APPLICATIONS** : Mr V Govender at Tel No: (021) 808 5422
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/227** : **DEPUTY DIRECTOR: (AGRICULTURAL) STATISTICS, (ELSENBURG), REF NO: AGR 07/2026**
- SALARY** : R1 059 105 per annum (Level 12) (All-inclusive salary package)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
An appropriate Honours Degree at NQF Level 8 (equivalent or higher qualification) with Economics and/or agricultural economics as major subjects; A minimum of 6 years relevant experience required of which 3 years is managerial experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Managerial exposure; Proven knowledge of qualitative and quantitative agricultural economic and or economics research processes and techniques; Proven ability to conduct research, analytical skills and to conceptualise policy; Advanced computer literacy; Portfolio of research; Economic analytical techniques. Skills needed: Communication/presentation skills; Excellent report writing skills; Management skills; Strategic management and leadership skills.
- DUTIES** : Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment and agricultural economics particularly statistics; Determine and prioritise data and information needs of the agricultural and agribusiness sector; Collect and capture agricultural data; Develop and maintain comprehensive databases; Conduct spatial refencing of agricultural economic data; Provide a reliable agricultural economics statistics service.
- ENQUIRIE APPLICATIONS** : Ms B Matoti at Tel No: (021) 808 5213
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/228** : **SENIOR AGRICULTURAL ADVISOR: SWARTLAND (MOORREESBURG), REF NO: AGR 01/2026**
- SALARY** : R468 459 - R561 894 per annum (level 9)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BAgric Honours degree majoring in Agricultural Economics on NQF level 8 (or equivalent qualification); A minimum of 3 years experience in the provision of specialist input as an agricultural economist within the agricultural extension and advisory services framework; Registered with SACNASP or any other recognised

professional body (Proof to be submitted); A valid code B driving licence. Competencies: Working knowledge and understanding of the following: Agricultural production economics and agricultural production; Compilation of enterprise budgets; Compilation and interpretation of financial statements and cashflow projections of agricultural enterprises; Farm level application of agricultural economic principles; Financial and production record keeping; Compilation of viable business plans for agricultural enterprises; Ability to assess economic viability of agricultural enterprises; Production of crops and / or livestock produced in the specific area, also markets and value adding; Agricultural business administration; Key Project Management Practices; Good Research Skills; Excellent Written and Verbal Communication and Reporting; Sound Organizational and Leadership & Management Abilities; Good understanding of the Commodity Approach, Land Reform Programme and Project Implementation; Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).

DUTIES : Compilation of Enterprise Budgets, Interpretation of Financial Statements and compilation and interpretation of Cashflow Projections; Compilation and evaluation of business plans for agricultural enterprises; Understanding and Interpretation of business plans for relevant agricultural enterprises; Conducting cost benefit analysis of potential new projects; Assessment of the economic viability of agricultural enterprises; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers through providing agricultural economic advice across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building; Facilitate training and equipping of farmers in financial and production record keeping in their agricultural enterprises; Conduct financial analysis of agricultural enterprises; Facilitate market access for farmers and ensure market compliance; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding financial and technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Participate as a member of project teams; Assist farmers with credit applications to financial institutions; Do general office administration; Conducting regular site visits to projects; Ensure the utilization of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Project Implementing Partners and relevant Commodity Projects Allocation Committees (CPACs) in the delivery and implementation of projects; Management of Human Resources and Finances.

ENQUIRIE APPLICATIONS : Ms Rose Horne at Tel No: (022) 433 8903
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/229 : **SENIOR AGRICULTURAL ADVISOR: GARDEN ROUTE (GEORGE), REF NO: AGR 13/2026**

SALARY CENTRE REQUIREMENTS : R468 459 - R 561 894 per annum (level 9)
: Department of Agriculture, Western Cape Government
: An appropriate 4 year BSc Agric degree majoring in Livestock or BAgri Honours degree majoring in Livestock on NQF level 8 or equivalent qualification; A minimum of 3 years' experience in agricultural extension; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence. Competencies: Knowledge and understanding of the following: Production of livestock; Extension methodology; Project management practices; Good communication (written and verbal), leadership and presentation skills; Good problem solving (research skills); Good time management and ability to work under pressure; Computer literacy in Excel, Word, Power Point; Good leadership skills.

DUTIES : Responsible for extension and advisory services to all farmers; Responsible for specialised advice in livestock production and management principles to farmers; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Compilation of project submissions and the management of project implementation. Conduct relevant project evaluation within the monitoring and evaluation framework; Responsible for management of developmental projects; Responsible for adaptive and demonstration research

projects in field of specialisation. Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions, training to determine the needs and progress of farmers; Responsible for farm assessments, farm plans, potential studies and writing reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support beneficiaries/farmers of projects; Responsible for specialised inputs to Business Plans for project development as well as project evaluation and monitoring; General office administration; Ensure the implementation of Agricultural Information Management system (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Lead, guide and support lower level extension staff and admin support staff.

ENQUIRIE APPLICATIONS : Mr C Lamberts at Tel No: (044) 803 3757
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/230 : **REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES (ELSENBURG), REF NO: AGR 40/2025 R1**

SALARY CENTRE REQUIREMENTS : R228 321 - R 268 950 per annum (level 5)
 : Department of Agriculture, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Skills in the following: Proven computer literacy; Planning and organisation; Written and verbal communication; Ability to work independently and as part of a team.

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

ENQUIRIE APPLICATIONS : Ms G. Martin at (021) 808 5350
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/231 : **GROUNDSMAN: GROUNDS MAINTENANCE (ELSENBURG), REF NO: AGR 08/2026**

SALARY CENTRE REQUIREMENTS : R138 486 - R163 131 per annum (level 2)
 : Department of Agriculture, Western Cape Government
 : Basic Education NQF Level 1 to 2 (Grade 9 or higher). Competencies: General knowledge of routine manual maintenance activities. Skills required: Verbal communication skills and basic numeracy.

DUTIES : Perform routine activities in respect of grounds to include but are not limited to: Irrigation & watering of plants/lawn, weeding, pruning and trimming of plants, cutting, seeding and transplanting of plants, mowing of lawns, disposing of organic waste, dig up compost, digging, spraying, maintain flower beds and edges; Perform general routine activities in respect of infrastructure which would include the following but is not limited to: Maintaining road marking, painted surfaces, canals, buildings etc., cleaning signs, light fittings, sweeping, mixing and laying cement for walkways, driveways, unblocking of drains, empty and clean waste collection bins, cleaning and maintenance of roads, pavements and greenhouses; Perform general activities which would include but are not limited to: Care for equipment e.g. Cleaning, oiling and sharpening, loading/offloading, moving furniture, and minor repairs to furniture.

ENQUIRIES APPLICATIONS : Mr V Govender at (021) 808 5422.
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to

17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 07/231 : **GROUNDSMAN, FACILITIES MAINTENANCE – 12-MONTH CONTRACT (ELSENBURG), REF NO. AGR 09/2026**

SALARY : R138 486 - R163 131 per annum plus 37% in lieu of service benefits (Salary level 2)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Education NQF Level 1 to 2 (Grade 9 or higher). Competencies: General knowledge of routine manual maintenance activities. Skills required: Verbal communication skills and basic numeracy.

DUTIES : Perform routine activities in respect of grounds to include but are not limited to: Irrigation & watering of plants/lawn, weeding, pruning and trimming of plants, cutting, seeding and transplanting of plants, mowing of lawns, disposing of organic waste, dig up compost, digging, spraying, maintain flower beds and edges; Perform general routine activities in respect of infrastructure which would include the following but is not limited to: Maintaining road marking, painted surfaces, canals, buildings etc., cleaning signs, light fittings, sweeping, mixing and laying cement for walkways, driveways, unblocking of drains, empty and clean waste collection bins, cleaning and maintenance of roads, pavements and greenhouses; Perform general activities which would include but are not limited to: Care for equipment e.g. Cleaning, oiling and sharpening, loading/offloading, moving furniture, and minor repairs to furniture.

ENQUIRIES : Mr V Govender at (021) 808 5422
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 07/232 : **GROUNDSMAN, GENERAL SUPPORT SERVICES (ELSENBURG), REF NO. AGR 14/2026**

SALARY : R138 486 - R 163 131 per annum (level 2)

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Education NQF Level 1 to 2 (Grade 9 or higher). Competencies: General knowledge of the following: Ground keeping; Garden layout; Cutting and trimming lawns; Grounds man work; Appropriate tools and the usage there of; Verbal communication and Good interpersonal skills.

DUTIES : Responsible for keeping the grounds and gardens; Ensure that jobs are executed according to set standards; Responsible for delivering a support service; Ensure that equipment and other tools are kept in good working condition.

ENQUIRIES : Mr JW Smith at (021) 808 5343
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver

your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 23 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 07/233 : **COMMUNITY SPORT COORDINATOR REF NO: CAS 01/2026 (3 POSITIONS IN VARIOUS LOCATIONS)**
(Part-Time Contract Position For A 3-Year Contract)

SALARY : R142 701 per annum plus 37% in lieu of benefits (5/8th part-time, Salary level 5)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Procurement processes (SCM); Club Development programme; Information management; Sport Federations and Sport Councils; Experience in sport administration and club development. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal); Report writing skills; Interpersonal skills.

DUTIES : Stakeholder Engagement and Coordination in the Club Development Programme; Coordination, Monitoring, and Administration of Club Development Reports; Regulation, Facilitation, and Coordination of Goods and Services for Clubs; Financial Management and Oversight for Clubs.

ENQUIRIES : Mr R Allies at Tel No: (021) 483 9780

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 23 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By

applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 07/234** : **ASSISTANT DIRECTOR: COMMUNICATION (GRAPHIC DESIGNER), REF NO: EADP 03/2026**
- SALARY CENTRE** : R468 459 - R561 894 per annum (level 9)
: Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Graphic Design, communication or related fields; A minimum of 3 years experience in a Graphic Design, Communications, Journalism or related field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Publishing environment; Editing and creative direction; Project Management; Creative Design. Skills in the following: Written and verbal communication; Proven computer literacy (MS Office); Report writing; Adobe Creative Cloud.
- DUTIES** : Supervision of staff; Line Management – Communication; Clients and Liaison; Research, plan, create, design and layout print and online communication product for internal and external use. internal communication.
- ENQUIRIES APPLICATIONS** : Mr R van Jaarsveldt at Tel No: (021) 483 4051
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 23 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 07/235** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE, REF NO. DOI 24/2026**
- SALARY** : Grade A: R879 342 - R938 061 per annum
: Grade B: R990 669 - R1 067 235 per annum
: Grade C: R1 127 100 - R1 323 267 per annum (Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE** : Department of Infrastructure, Western Cape Government.
- REQUIREMENTS** : An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required;

Compulsory registration with ECSA as a professional engineer; A valid driving licence. Competencies: Knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: 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.

ENQUIRIES APPLICATIONS

: Ms T Potgieter at Tel No: (021) 483 4881
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/236

: **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION): EDUCATION INFRASTRUCTURE REF NO. DOI 24/2025 R2 (2 POSTS)**

SALARY CENTRE REQUIREMENTS

: Grade A: R 453 576 - Grade C: R 690 237 per annum (OSD as prescribed).
 : Department of Infrastructure, Western Cape Government.
 : Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by the South African Council for the Architectural Profession (SACAP); A minimum of three years post qualification Senior Architectural Technologist experience; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B (or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).

DUTIES

: Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Research and development: Keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS

: Mr D Nugent at Daniel.Nugent@westerncape.gov.za
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 07/237** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER AND TURNER) - BELLVILLE, REF NO. DOI 11/2025 R1**
- SALARY** : Grade A: R243 597 - R270 357 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.
: Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Competencies: Working knowledge of the following: Repair and maintenance of road construction plant and vehicles spare parts or similar; Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr E Louw at Tel No: (021) 959 7700
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/238** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (OUDTSHOORN), REF NO. DOI 76/2025 R1**
- SALARY** : Grade A: R243 597 - R270 357 per annum (Salary will be determined as per OSD prescripts)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.
: Appropriate Trade Test Certificate (Diesel Mechanic); A valid Code EC driving licence. Competencies: Working knowledge of the following: Maintaining diesel vehicles including earthmoving machines; Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; Skills needed: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr. Dwayne Smith at Tel No: (044) 813 3141
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/239** : **CONTROL WORKS INSPECTOR (ELECTRICAL): TECHNICAL: EDUCATION, REF NO: DOI 22/2026**
- SALARY** : R582 444 - R686 091 per annum (level 10)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.
: A National Diploma (T/N/S stream) or equivalent qualification in Electrical Engineering; Or A N3 and a passed trade test in Electrical Engineering; Or Registration as an Engineering Technician: Electrical; A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Competencies: Knowledge and understanding of the following: Procurement and documentation requirements of building/maintenance projects; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and relevant Build Environment legislation; Programme and project management, research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Advanced computer literacy (MS

Office); Communication (written and verbal); Ability to work under pressure and meet deadlines; Conflict management; Ability to work in a team.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the expanded public works programme; Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr D Nugent at Daniel.Nugent@westerncape.gov.za

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only; via <http://www.westerncape.gov.za/jobs> or [tps://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 07/240 : **STATE ACCOUNTANT: ASSURANCE SERVICES (INSPECTORATE), REF NO: DOI 101/2025 R1**

SALARY : R397 116 - R467 790 per annum (level 8)

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Extensive knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Programme/project management, research and planning procedures; Public Service reporting procedures; Financial Management; Line functions and Departmental structure. Skills in the following: Computer Literacy; Strong conceptual and formulation; Excellent communication; Strategic thinking; Conflict resolution; Analytical thinking; Team-building and strong inter-personal; Conceptual and formulation; Problem solving; Report writing and presentation.

DUTIES : Compile/provide input to assurance services standard operating procedure and operational plan; Perform further investigations on provincial forensic services referrals and/or special requests for investigations; Post auditing of expenditure vouchers/claims and financial inspections; Perform inspections at municipalities; Maintain internal control processes.

ENQUIRIES : Mrs G Hartley at Tel No: (021) 483 0498

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only; via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF LOCAL GOVERNMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 23 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/241 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INTERVENTIONS), REF NO. LG 05/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 4-year legal qualification or LLB (equivalent or higher); A minimum of 3 years management experience in a legal support or related environment; 8 years experience in Local Government Law, Criminal and Administrative Law; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Local Government law and administrative law; Applicable policies, prescripts, legislation and procedures and Public administration; Skills needed: Research, analysis, and application of legislation; Applied strategic thinking; Decision making; Citizen focus and responsiveness; Analysing and fact-finding skills; Project Management.

DUTIES : Manage the provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution and the Western Cape Monitoring and Support of Municipalities Act; Manage the provision of Specialised Support on governance issues in response to municipalities needs; Manage the advocacy and capacity building regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities Performance and information management and reporting; Manage Human Resources of the component; Plan the components budget and manage income and expenditure.

ENQUIRIES : Ms S Greyling at Tel No: (021) 483 6126
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/242 : **ADMINISTRATIVE OFFICER: CDW ADMINISTRATION, REF NO: LG 01/2026(2 POSTS AVAILABLE)**

SALARY : R325 101 – R382 959 per annum (level 7)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year administrative experience in government processes or similar. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government, and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills in the following: Numeracy - Ability to work accurately with numbers and financial data; Literacy Strong reading and writing skills for effective communication; Computer Literacy Proficiency in MS Office and other relevant systems; Language Skills Ability to communicate clearly in written and verbal formats; Accounting, Finance, and Audit Basic understanding of financial processes and compliance; Project Management Ability to plan, organize, and manage tasks effectively.

DUTIES : General administrative support: Provide day-to-day administrative assistance to the Regional Coordinator and provincial office, including filing, record management, scheduling, and coordinating reports and plans; Ensure timely follow-ups, manage official correspondence, and maintain compliance with policies and procedures; Financial and Asset Management: Assist with financial processes such as grant payments, cash flow reporting, overtime claims, and procurement of goods and services; Coordinate transport requests and support IT-related matters, asset verification, and management of losses or damages; Human Resource Management: Support HR functions by coordinating leave applications, housing allowances, training, and appointments; Maintain accurate staff records, update registers, and compile monthly HR reports for compliance and monitoring purposes; Information Management: Manage and consolidate inputs for strategic and operational plans, maintain administrative systems, and develop databases for monitoring; Collect and store performance evidence, compile monthly and quarterly reports, and ensure proper electronic filing and compliance with reporting standards.

ENQUIRIES : Ms M Petro at Tel No: (021) 483 2864
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**WESTERN CAPE MOBILITY DEPARTMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 23 March 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/243 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING, REF NO: WCMD 03/2026**

SALARY : R896 436 per annum (Level 11) (All-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3-years management experience in Management Accounting; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Departmental management accounting services; Management of budget administration; Revenue and expenditure control; Monitoring and reporting on financial information; Information systems that aid in the management of knowledge and information pertaining to the line function; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and Best Practice Notes, and other relevant prescripts/requirements; Public finance, human resources and discourse management processes; Operational management practices; Project management; Procurement and tendering processes. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Conflict Resolution; Strong Analytical; Problem-Solving; Planning and Organisational; Research, including the ability to analyse and interpret information; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to travel; Reliable; Ethical; Self-motivated; Formulation ability; Ability to render advice and guidance in an objective yet dedicated manner; Ability to handle conflict; Self-confident and innovative; Attention to detail and thoroughness..

DUTIES : Manage the financial planning, budgeting and reporting Sub-directorate; Undertake financial planning, budgeting and reporting work; Manage the roll-over, adjustment estimates (ENE), and virement process; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Ms L Mars at Tel No: (021) 483 4180.
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/244 : **ASSISTANT DIRECTOR: LAND TRANSPORT SYSTEMS, REF NO. WCMD 77/2025 R1**

SALARY : R468 459 - R561 894 per annum (level 9)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification) in information systems, business analysis/management and project management.; A minimum of 3 years relevant supervisory level experience; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Transport related regulatory, legislation policies and frameworks; Land transport systems and/or ICT systems; Transport related information services; Integrated Transport Hub (ITH) as a central hub for information exchange; Optimisation of data management processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Data Analysis; Accounting, Finance and Audit; Analytical thinking; Planning; Organising; Problem Solving; Conflict Resolution; Monitoring, Evaluation and Reporting.

DUTIES : ITH Data and Technology Management; Data Integration and Management; Stakeholder Engagement and Collaboration; Risk Management and Compliance; Managerial Functions; Experience in Land transport systems and/or ICT systems.

ENQUIRIES : Mr N Hendricks at Tel No: (021) 483 6904
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF THE PREMIER
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 23 March 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/245 : **PSYCHOLOGIST, REF NO: DOTP 71/2025 R1**

SALARY : R872 709 per annum (Grade 1) - OSD as prescribed.
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : A master's degree in industrial psychology; Compulsory registration as Psychologist (Industrial) with the Health Professions Council of South Africa; A minimum of 1-year industrial psychology internship. Competencies: Knowledge of the following: Group dynamics (roles and stages of group development); Health Professions Act, 1974; HPCSA Code of Ethics for Professionals; HPCSA training requirements; Scope of practice for Psychologists; Maintenance of professional registration through participation in continuous professional development; Research methods and statistics (action research, quantitative and qualitative); Mentoring and coaching practices; Project management; Protection

of Personal Information Act, 2013 Key elements of policies, frameworks, norms and standards on organisational performance; Labour Relations; Exposure culture measurement tools, leadership and team interventions and assessment tools. Skills needed: Analytical; Change management; Conceptual, interpretive and formulation; Conflict resolution; Diagnostic; Diversity management; Facilitation and process consultation; Influencing; Innovative; Problem-solving; Intervention design; Interviewing; Leadership; Listening; Mentoring and coaching; Motivation; Negotiation; Networking; Planning and organising; Presentation; Professional judgment and reasoning ability; Project management; Research; Strong people skills and relationship building; Team building and strong interpersonal skills; Verbal and written communication.

DUTIES

: Develop, guide and advise on complex theories and models in order to enhance behavioural, group and organisational behaviour; Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Assess organisational behaviour dynamics; Design and develop assessment tools; Advise on institutional improvement and development based on diagnostic surveys and assessments; Advise on development of policies; Report on IP research; Develop and Execute culture and leadership development interventions to improve organisational performance; Apply paradigms, theories and models to enhance organisational behaviour; Facilitate and implement Western Cape Government Transversal Culture Programmes; Project management and Reporting; It will be advantageous to have the following: Experience in Leadership and Culture Interventions.

**ENQUIRIES
APPLICATIONS**

: Ms J Roux at Tel No: (021) 466 9713 / 082 906 5530
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/246

: **ASSISTANT DIRECTOR: PEOPLE ANALYTICS, REF NO: DOTP 03/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R561 894 per annum (level 9)
: Department of the Premier, Western Cape Government.
: An appropriate 3-year Bachelor's Degree (equivalent or higher qualification) in a relevant field such as Data Science, Statistics, Information Systems or related with a specialisation in Data Analytics; A minimum of 5 years relevant experience. Competencies: Knowledge of the following: Knowledge of the following; People analytics and people metrics, including analysis and interpretation of people data for management reporting; Data management and governance, including data quality, integration, access controls, privacy requirements in terms of POPIA and GDPR, and ethical use of personal data; Statistical analysis and data modelling, including the development of dashboards and reports using tools such as Power BI or Tableau; Public sector data compliance, including confidentiality requirements and secure data handling practices. Skills needed: Application of data governance and ethical data practices, including data privacy compliance in terms of POPIA, data quality management, access control, and secure handling of people data; Applied statistical analysis and predictive analytics, including data exploration, trend analysis, and basic modelling to support evidence based decision making; Data visualisation and reporting skills, including the development of dashboards and automated reports using tools such as Power BI or Tableau for technical and management audiences; Practical data engineering skills, including supporting data pipelines, ETL processes, and integration of structured and unstructured data sources for analytics purposes; Database skills, including querying and managing relational databases using SQL or similar technologies to support data extraction and analysis; Programming skills in Python, R, or SQL to support data processing, automation, and analytical tasks; Analytics project support skills, including managing analytical deliverables, timelines, and inputs within defined project scopes; Stakeholder engagement and communication skills, including the ability to present analytical outputs clearly and accurately to non technical audiences; Problem solving and analytical thinking skills, including the ability to translate business questions into structured analytical approaches; Advanced Excel skills for data analysis, validation, and manipulation; Practical experience in people analytics, data analysis, or a related analytical role.

DUTIES

: The incumbent will establish and maintain data pipelines, ensuring seamless data extraction, transformation, and loading (ETL) processes across multiple

systems, ensuring quality, integrity and compliance (eg. POPIA, and optimising workflows for timely, accurate delivery; Apply people analytics and workforce insights to identify trends, generate actionable insights on performance, engagement, and retention, and develop reports that inform decision-making; Lead strategic advisory and stakeholder engagement by aligning data insights with organisational goals, driving data-driven decision-making, and training stakeholders on data interpretation; Manage reporting, visualisation, and dashboard development by creating interactive dashboards (e.g., Power BI, Tableau), automating reports, and standardising templates for effective decision support; Provide people management, project leadership, managing operations and tracking progress to ensure efficient implementable delivery.

**ENQUIRIES
APPLICATIONS**

: Mr W Wilson at warren.wilson@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/247

: **ASSISTANT DIRECTOR: SUPPORT SERVICES, REF NO. DOTP 07/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R561 894 per annum (level 9)
: Department of the Premier, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration, Public Management, Business Administration / Management, Office Management, Administration or a relevant qualification; A minimum of 5 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Supply Chain Management (SCM), Finance, and Logistics related practices and Asset management; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills needed: Leading and Supervising; Delivering Results and Meeting Customer Expectations; Working with People; Planning and Organising; Applying Expertise and Technology; Presenting and Communicating Information.

DUTIES

: Managerial Functions; Plan and coordinate unit's operations, including scheduling, work allocation, process improvements and execution of functions; Monitor and report on performance, ensuring quality assurance, progress tracking, compliance, and effective records and information management; Manage and develop staff, including recruitment, coaching, performance management and promoting a healthy and safe work environment; Facilitate the provision of supply chain, procurement and asset management support; Coordinate procurement processes, including sourcing quotations, managing purchase orders, ensuring vendor compliance, and receiving goods and services; Manage movable assets, inventory, consumables and equipment to support operational and recruitment activities; Coordinate logistical and operational support; Coordinate travel and accommodation bookings, transport and logistical arrangements for meetings, workshops and recruitment activities; Coordinate the scheduling and administration of SMS competency assessments; Facilitate the provision of financial, budget and contract management support; Manage budgeting, expenditure tracking, financial reporting, and timely payment of service providers and claims in line with PFMA and Treasury requirements; Oversee contract lifecycle management, including maintaining registers, monitoring SLAs, coordinating renewals, and ensuring compliance with financial policies and internal controls; Facilitate the provision of facilities, OHS, administrative and governance support; Coordinate office accommodation requirements, facilities inputs and compliance with OHS legislation; Provide administrative and governance support and preparation of reports, correspondence and submissions.

**ENQUIRIES
APPLICATIONS**

: Ms H Ward at Tel No: (021) 483 5640
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/248 : **OFFICE MANAGER: CENTRE FOR E-INNOVATION, REF NO. DOTP 08/2026**

SALARY : R468 459 - R561 894 per annum (level 9)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Competencies: Knowledge and understanding of the following: Experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit.

DUTIES : Render line administrative support services; Execute research, analyse information and compile complex documents for the Office of the DDG; Provide support to the DDG with regards to meetings; Manage resources of the office of the DDG; Manage engagements; Remain up to date with regards to the applicable prescripts/policies and procedures applicable to their work terrain to ensure efficient and effective support to the DDG.

ENQUIRIES : Ms A Basha at aneesa.basha@westerncape.gov.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/249 : **CHIEF NETWORK TECHNOLOGIST, REF NO: DOTP 09/2026**

SALARY : R468 459 - R 561 894 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years experience in ICT network infrastructure management, information technology or related field; A valid (Code B or higher) driving licence; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: ICT Network Infrastructure (LAN, WAN, WIRELESS, Voice, etc); Mobile Data Communications and Wireless Networks; Server and storage systems; Virtual platforms (on prem and cloud base); PC, notebooks and printer (MS Operating Systems and services); Experience in the following: Network (Wired & Wireless) and related services; Voice, compute and storage infrastructure and operations, including VOIP architecture and systems and corporate IPT solutions; Industry vendor knowledge, example Cisco, Huawei, products as well as Microsoft and Linux server environments. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Program and project management: Planning, coordination, organising; Decision making skills; Communication (verbal and written); Conflict resolution; Incident and change management.

DUTIES : ICT Infrastructure Architecture, planning, Design, configuration management; ICT Operations and Maintenance management; ICT Governance: Co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards; ICT Disaster Recovery and Business Continuity; ICT Program and Project management and Stakeholder Engagement; Knowledge Management: Documentation and Reporting.

ENQUIRIES : Mr S Hartley at Tel No: 021 483 7879 /samir.hartley@westerncape.gov.za OR Mr E Petersen at 021 826 5575 /eugene.petersen@westerncape.gov.za

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF PROVINCIAL TREASURY

CLOSING DATE : 23 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/250 : **STRATEGIST: INSTITUTIONAL CHANGE REF NO: PT 05/2026**
(3-Year Contract)

SALARY : R1 059 105 per annum (Level 12). (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government.
REQUIREMENTS : An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Research methodologies; Leading data governance or project management offices within government or large organisations; Project management methodologies and tools, with a focus on data-centric projects; WCG Provincial Strategic Plan; Development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration; Public Finance Management Act (PFMA), National and PT Regulations, other financial policies, prescripts, directives, and collective agreements; Ability to communicate complex technical concepts to diverse audiences and stakeholders. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; Planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.

DUTIES : Research, refine and develop institutional change policies, strategies, and frameworks; Perform project management functions with regards to the implementation of institutional change programmes and projects; Facilitate the successful implementation of the department's e-vision strategy project, by harnessing data warehouse capabilities to support informed decision-making, business intelligence (BI), and reporting; Champion the digital transformation journey through the implementation of BI Project; Communicate and report on matters pertaining to institutional change programmes.

ENQUIRIES : Mr B Damons at Tel No: (021) 483 6127

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/251 : **STRATEGIST: INSTITUTIONAL FUNDRAISER (3-YEAR CONTRACT), REF NO, PT 06/2025**

SALARY : R1 059 105 per annum (level 12) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government.
REQUIREMENTS : An appropriate 4-year post school qualification (NQF 8); A minimum of 8 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices; strategy development, strategy management and strategy monitoring and review processes; public policy analysis and public policy development processes; stakeholder relations; intra- and intergovernmental relations; modern systems of governance and administration; protocol matters; research methodologies; Constitutional, legal and institutional arrangements governing the South African public sector; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; latest advances in public management theory and practice; policies of the government of the day e.g. PSP and Recovery Plan; Latest trends in public sector innovation and innovative methodologies; Project management; Transformation; Management principles; Public Service procedures; People Management processes; Financial Management; Financial systems in the public service; Budgeting and other financial processes; Generally Accepted Accounting Practices (GAAP) and Accrual Accounting; Asset Management and Intervention Control; Financial delegation Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Monitoring, evaluating and reporting; Planning and organising; planning and organising; Strategy and policy formulation; Research; Strong conceptual and formulation; Project management; Leadership; Policy analysis; Ability to lead and direct teams of professionals.

DUTIES : Research, refine and develop institutional fundraising policies and strategies by managing the development of a funding implementation strategy, policies and framework for Western Cape Government (WCG); Stakeholder relations, communication, and reporting by developing and maintaining partnerships between Western Cape Government (WCG) and institutions for funding; Manage Programmes / Projects by supporting the economic priority sectors in the province by aligning the long-term plans with implementation frameworks to identify the gaps; Ensure efficient and effective oversight and management of all financial resources and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance.

ENQUIRIES : Mr B Damons at Tel No: (021) 483 6127
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 23 March 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/252 : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO PEOPLE WITH DISABILITIES, REF NO. DSD 08/2026**

SALARY : Grade 1: R453 201 – R514 470 per annum
Grade 2: R535 035 – R725 754 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Management of, as well as types of programmes relevant to NPOs. Skills needed: Mentoring and training; Facilitation; Project Management; Planning and organizing; Networking; Communication (written and verbal); Professional counselling; Financial management; Presentation; Monitoring and evaluation; Inter-sectoral collaboration and partnership; Intergovernmental relations; Ability to compile complex reports; Contract Management.

DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration of facilities in terms of the relevant legislation; Monitoring of Programme Specific services as per relevant legislation; Stakeholder management / Relationship management (international, national, provincial, local and regional); Training/ Capacity Building on existing legislation and policy framework guiding service delivery; Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms P Momoza at Tel No: (021) 483 4236
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/253 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT, REF NO. DSD 07/2026**

SALARY : R228 321 - R268 950 per annum (Level 5)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Planning and organisation; Proven computer literacy.

DUTIES : Render asset management clerical support; Render demand and acquisition clerical support; Render a budget support service.

ENQUIRIES : Mr R Martin at Tel No: (021) 483 6004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/254 : **ADMINISTRATION CLERK: SERVICES TO PERSONS WITH DISABILITIES, REF NO. DSD 09/2026**

SALARY : R228 321- R268 950 per annum (Level 5)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant experience; Relevant job knowledge; Skills needed: Literacy; Numeracy;

- Presentation; Decision-making; Computer literacy; Interpersonal Skills; Flexibility; Planning and organising; Written and verbal communication.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
- ENQUIRIES** : Ms P Momoza at Tel No: (021) 483 4015
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT
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 07/255** : **REGISTRAR (MEDICAL) (NEUROSURGERY)**
(5 Year Contract)
- SALARY** : R 1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: A valid (code B/EB) driver's license. Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Competencies (knowledge/skills): FCS (Neurosurgery) Primary Examination passed. Current Advanced Trauma Life Support (ATLS) certification. Experience as a Medical Officer in a recognized Neurosurgery training unit. Surgical experience. Research experience (particularly with publications). Evidence of effective leadership, communication, and interpersonal skills (as demonstrated in CV and references). Proficiency in neurosurgical patient care, including peri-operative management, trauma, and critical care.
- DUTIES** : (key result areas/outputs): Provision of safe and effective neurosurgical care to patients. Provision of care to neurosurgical patients in both outpatient an in-hospital setting. Comprehensive peri-operative care of neurosurgical patients, including in the Intensive Care Unit (ICU). Participate in trauma and emergency care related to neurosurgery. Attend regular tutorials and assist with the training of interns, medical students, nursing and allied staff. Take part in on-site after-hours duties relating to the care of acute patients and inpatients. Involvement in research and audits, particularly in neurosurgical techniques and patient outcomes.
- ENQUIRIES** : Prof I Vlok, tel. no. (021) 938-9265
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they

are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "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 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 a change in registration status)".

- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/256** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)**
Chief Directorate: Metro 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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure office
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner 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. **Grade 2:** A minimum of 5 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 6 years' relevant experience after registration as a Medical Practitioner 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. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner 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). Competencies (knowledge/skills): Good governance principles and documentation practices. Commitment to providing empathetic, holistic care and advocating for patients. Capability to handle a demanding clinical workload with effective time management, organisation and prioritisation skills. Proven ability to work within a team and communicate effectively with colleagues, patients and families. Clinical skills and experience in paediatrics and neonatology.
- DUTIES** : (key result areas/outputs): 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.
- ENQUIRIES APPLICATIONS** : Dr TL Josephs, tel. no. (021) 360-4357
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply.

Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/257** : **MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRIC AND MEDICAL SERVICES)**
Chief Directorate: Metro 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** : Stikland Hospital
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: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 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 6 years relevant experience after registration as a Medical Practitioner 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. **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 a Medical Practitioner 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 requirement of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases. Valid (Code B/EB) driver's licence and willingness and ability to travel. Available and willing to participate in after-hours duties. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy. Good professional attitude. Excellent communication skills. Ability to work well both in a team or as an individual.
- DUTIES** : (key result areas/outputs): Provide comprehensive medical and psychiatric care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Formulate and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records both electronically and paper-based. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
- ENQUIRIES APPLICATIONS** : Prof L Koen, tel. no. (021) 940-8718 or email: liezle.koen@westerncape.gov.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in

registration status). The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/258** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRIC MEDICINE)**
- 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** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 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 6 years relevant experience after registration as a Medical Practitioner 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. **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 a Medical Practitioner 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 requirement of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
- DUTIES** : (key result areas/outputs): Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the Medical Officer Roster, HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence
- ENQUIRIES** : Dr S Naidoo, tel.no. (021) 658-5111 or email: Shirani.Naidoo@uct.ac.za; Dr C Procter, tel.no. (021) 658-5111 or email: Claire.Procter@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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 March 2026, 17:00 PM

POST 07/259 : **DEPUTY DIRECTOR (MEDICAL SUPPORT)**
Chief Directorate: Metro Health Services

SALARY : R896 436 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Lentegeur Hospital
Minimum educational qualification: Appropriate 4-year National Diploma/Degree or equivalent in Health Sciences registrable with the South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate supervisory experience. Appropriate experience as a Mental Health Care Practitioner as defined in the Mental Health Care Act 17 of 2002" means a psychiatrist or registered medical practitioner or a nurse, occupational therapist, psychologist or social worker who has been trained to provide prescribed mental health care, treatment and rehabilitation services. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework and the related internal and external policies Statistical analytical skills. Appropriate knowledge and skills related to psychiatric rehabilitation and recovery. Ability to identify, successfully initiate and develop new health projects. Change-management skills. Computer skills. Sound knowledge of the Mental Health Care Act, 2002 (Act 17 of 2002), and the mental-health care package, policies and the ethos of community-based mental-health care. Sound knowledge and understanding of the health-care management systems including patient management systems, referral systems and Emergency Psychiatric Services.

DUTIES : (key result areas/outputs): Effective and efficient operational management and planning of the Clinical Support Services in the psychiatric hospital in terms of the relevant acts and regulations. Supervising Clinical Support Services. Manage the Quality Assurance and Risk Management program for the hospital by taking overall responsibility for the implementation and maintenance of the OHSC and Ideal Hospital requirements. Act as the delegated official to manage the documentary compliance with the Mental Health Care Act, 2002 (Act 17 of 2002). Responsible for liaison with the Mental Health Review Board and for ensuring the resolution of all identified problems. Support the CEO to ensure effective and efficient functioning of the hospitals business units and support the development of matrix-management teams.

ENQUIRIES APPLICATIONS : Ms E Silence, tel. no. (021) 370-1411
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 13 March 2026, 17:00 PM

POST 07/260 : **DEPUTY DIRECTOR (SERVICE IMPROVEMENT)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R896 436 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Clinical Service Improvement
Minimum educational qualification: An appropriate 4-year Health related degree (or equivalent) registrable with a South African Professions Council (SANC, SAPC & HPCSA). Experience: Appropriate middle management experience. Extensive experience in managing and coordination of public health programmes or systems. Appropriate experience leading and managing improvement projects and initiatives. Inherent requirements of the job: Valid (Code B/ EB) driver's licence. Willingness to travel within the province. Competencies (knowledge/skills): Any legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Good project management skills. Sound written and communication skills. Advanced computer literacy. Be familiar with the legal, policy, managerial and clinical aspects of the public health

- programmes/interventions and services. Strong deciding and respond to change. Sound presenting and communicating information. Good change management and ability to work well with stakeholders at all levels.
- DUTIES** : (key result areas/outputs): Manage the development of service improvement initiatives to improve effectiveness, efficiency, and equity throughout the service care continuum, using science methodologies. Manage the establishment of the Solutions Factory concept within the Department. Ensure capacity building and leadership to foster a culture of continuous improvement in the Department of Health. Ensuring the effective rendering of Clinical Service improvement support in the Department of Health. Ensure effective and efficient Financial and People Management.
- ENQUIRIES APPLICATIONS** : Ms L Najjaar, tel. no. (021) 815-8865
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants may be considered for other vacant Deputy Director: Service Improvement posts within the Chief Director Emergency & Clinical Support Services, for a period of three months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/261** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY CENTRE REQUIREMENTS** : R693 096 per annum
: Eyethu Clinic, Mossel Bay Sub-district
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Computer literate. Information management regarding PHC indicators. Quality assurance knowledge. COPC Principles and implementation. Legislation of Ideal Clinic and Office of Health standards and compliance.
- DUTIES** : (key result areas/outputs): Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman-and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
- ENQUIRIES APPLICATIONS** : Ms A Lamprecht, tel. no. (044) 604-6106
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. 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.
- CLOSING DATE** : 13 March 2026, 17:00 PM

POST 07/262 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**
West Coast District

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

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

ENQUIRIES : Ms EG Engel, tel. no. (022) 913-1337
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may have to do a presentation and undergo a practical/competency assessment.

CLOSING DATE : 13 March 2026, 17:00 PM

POST 07/263 : **ASSISTANT DIRECTOR: SUPPORT (INFRASTRUCTURE & SUPPORT SERVICES)**

SALARY : R468 459 per annum
CENTRE : Western Cape College of Nursing (Central Administration offices, Stikland Campus)

REQUIREMENTS : Minimum educational qualification: An Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Infrastructure and Support Services. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant legislation, regulations & policies, such as OHSC standards. Expertise in facilities and infrastructure management, maintenance, contracts, and support service best practices. Strategic thinking, policy development, and operational planning. Leadership, supervision, team building, and conflict-resolution skills. Stakeholder management, negotiation, and relationship-building competencies. Excellent verbal and written communication, including report writing and technical documentation. Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook, Teams). Project management skills, including planning, organizing and coordinating service delivery.

DUTIES : (key result areas/outputs): Lead and coordinate the development and implementation of infrastructure master planning and lifecycle planning. Manage capital improvement projects for buildings and physical infrastructure across all sites. Manage support services such as workshop, transport, Reprographic, record management support/archives, and housekeeping. Manage service contracts (security, cleaning, maintenance, Access Control. Biometric systems,

CCTV, fire systems, ground maintenance, pest control etc.). Ensure efficient Security/Access Control for all staff and students' multi-campus. Oversee budgeting and financial management for support services. Lead people management within support services.

ENQUIRIES : Ms L Strauss, tel. no. (023) 814-0090
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
CLOSING DATE : 13 March 2026, 17:00 PM
POST 07/264 : **COMMUNITY LIAISON OFFICER**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Northern Tygerberg Sub-structure office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree Experience: Appropriate experience in community engagement, communication, and stakeholder coordination. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness and ability to travel for official duties. Are you willing and able to work after hours and weekends when operationally required. Competencies (knowledge/skills): Working knowledge of governance-related legislation and regulations, and health promotion principles. Ability to compile reports, take minutes, capture community feedback, and perform administrative duties accurately. Understanding of communication processes with communities, internal staff, and external partners. Computer literacy, including MS Word, Excel, Outlook, and PowerPoint, with sound report-writing ability.

DUTIES : (key result areas/outputs): Implement the Western Cape Health Facility Boards and Committees Act by planning, coordinating, and supporting effective governance structures. Coordinate capacity-building programmes by organising, implementing, and monitoring training initiatives for relevant community and facility role players. Represent and promote Sub-Structure Office health services within relevant health-orientated community organisations. Facilitate and support stakeholder engagement meetings, forums, and community dialogues and meetings. Identify community needs, concerns, and service delivery challenges and report these to management. Compile reports, minutes, community feedback summaries, and attendance registers, and provide technical and administrative support to the Violence Prevention Unit and other components as required.

ENQUIRIES : Ms J Pieterse tel.no. (021) 830-3797
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 13 March 2026, 17:00 PM
POST 07/265 : **SENIOR FORENSIC PATHOLOGY OFFICER (4 POSTS)**
Chief Directorate: Emergency And Clinical Services Support

SALARY : R325 101 per annum
CENTRE : Beaufort West, Malmesbury, Vredenburg and Vredendal L2 (Non-Referral) Forensic Pathology Laboratories
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Forensic (Medico-legal) experience as a Forensic Pathology Officer. Appropriate experience in supporting the manager with Corporate Governance functions. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Must be competent in forensic investigation and evisceration. Knowledge of Finance and Supply Chain in the FPL setting and ability to support revenue and expenditure management processes. Analytical Skills to monitor utilisation of consumables and project needs for demand management and procurement planning. Will be required to assist in the planning/training of Major incident exercises as well as involvement in Major incidents. Will be required to work office duties, standby duties and overtime duties. Ability to be trained in 4 x 4 vehicle

handling and photography skills. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc). Will be required to wear a uniform. Knowledge of Fleet, Assets and Stores Management. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge, application and implementation of regulations policies and standards pertaining to the Forensic Pathology process, forensic investigation and evisceration as well as sound knowledge and understanding of legislation pertaining to Forensic Pathology, the ethical issues in Forensic Pathology, scope of practice and Forensic Pathology standards. Ability to supervise and plan. Competent in numerical assessment, planning, forecasting, and checking (budget, procurement, stores, claims, etc). Ability to work under pressure, meet deadlines and solve complex problems in a multi-disciplinary team. Computer Literacy in Microsoft Package (Microsoft Word, Microsoft Outlook, Microsoft Excel, FPS Business System, Live link). Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department.

- DUTIES** : (key result areas/outputs): Efficient support to the Manager regarding operational management of the Forensic Pathology Laboratory. Efficient support to the Manager regarding Corporate Governance aspects. Effective Management of the Forensic Pathology Assistant Program. Effective Operational Service Delivery at the Facility.
- ENQUIRIES** : Mr S Fyfe, email: sean.fyfe@westerncape.gov.za, Mr B Jonker email: brent.jonker@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation. "The pool of applications will be considered for vacancies within (Forensic Pathology Service, Garden Route Central Karoo and or West Coast Facilities), 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 must indicate: which facilities they are applying for and their 3 orders of priority with number 1 being their highest priority.
- CLOSING DATE** : 13 March 2026, 17:00PM
- POST 07/266** : **EMERGENCY CALL CENTRE SUPERVISOR (2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services
- SALARY CENTRE** : R325 101 per annum
Emergency Medical Services, Central Karoo Communication Centre (Beaufort West) and Cape Winelands Communication Centre (Worcester)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (Grade 12) or equivalent. Experience: Appropriate previous supervisory experience. Appropriate experience in the Emergency Call Centre environment Inherent requirements of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and Power point, Outlook and Internet.
- DUTIES** : (key result areas/outputs): Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the Centre Manager.
- ENQUIRIES** : Ms BA Dees, tel.no (023) 346-6032 – Cape Winelands; Ms M Arries, tel.no. (044) 805-5070 – Central Karoo
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on

- these checks, which include security clearance, qualification, verification, criminal records and previous employment.
- CLOSING DATE** : 13 March 2026, 17:00PM
- POST 07/267** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
Metro TB Hospital Complex (Brooklyn Chest Hospital)
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a 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 of Supply Chain Management (Procurement and Asset Management). Appropriate supervisory experience. Appropriate working experience on LOGIS and the Electronic Procurement System. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the department of Health. Knowledge of the Accounting Officer's System of the Department. Sound knowledge of all financial management systems and regulations: BAS, Logis, Financial and treasury instructions, PFMA, BMI. Advanced computer literacy (MS Word, Excel and Outlook).
- DUTIES** : (key result areas/outputs): Effective and efficient Asset management. Effective, efficient Contract management and Acquisition Management. Ensure Audit Compliance. Assistance with reporting and Support Supervisor. Effective and efficient management of the human resources in the component.
- ENQUIRIES APPLICATIONS** : Mr V Mcamba, tel.no. (021) 508-8319
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/268** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (4 POSTS)**
West Coast District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Clanwilliam Hospital, Cederberg Sub-District
Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent that allows registration with the South African 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: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime, shifts, weekends, public holidays and night duty. Travel if necessary to meet operational requirements. Willingness to rotate to other wards in the facility. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Verbal and written communication skills.
- DUTIES** : (key result areas/outputs): Provision of optimal, holistic nursing care with set standards and within a professional / legal framework. Effective utilization of

resources: Human Resources, Material Resources and Services. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development.

- ENQUIRIES APPLICATIONS** : Mr NM Goeieman, tel. no: 027 482 2166
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Cederberg Sub-District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/269** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)**
Overberg District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
- CENTRE REQUIREMENTS** : Overstrand PHC Support and Outreach
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary and relieve duties at other clinics in the Sub-district. 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 relationships, exceptional leadership and conflict resolution skills. NIMART, BANC trained or experience. Basic computer skills in MS Office. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : (key result areas/outputs): Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
- ENQUIRIES APPLICATIONS** : Ms GJ Smit, tel. no. (028) 313-5263
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 13 March 2026, 17:00PM

<u>POST 07/270</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Prince Albert Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays, night shifts. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	(key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Hlalukana, tel. no. (023) 814-2982 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be 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 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.
<u>CLOSING DATE</u>	:	13 March 2026, 17:00 PM
<u>POST 07/271</u>	:	<u>PHARMACIST ASSISTANT GRADE 1 TO 3: POST BASIC (PHARMACY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital 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: 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's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Grade 3: 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. 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): 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. Computer literacy.

DUTIES : (key result areas/outputs): Providing a safe, efficient, cost-effective comprehensive pharmaceutical service. Dispensing of medicines including documenting & 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. Ensuring adherence to Infection Control and Occupational Health & Safety. Working under the direct supervision of a pharmacist and ensuring legal compliance.

ENQUIRIES : Mr V Mannilall, tel. no. (021) 659-4929
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 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.

CLOSING DATE : 13 March 2026, 17:00 PM

POST 07/272 : **ARTISAN PRODUCTION GRADE A TO C**
 Garden Route District

SALARY : Grade A: R243 597 per annum
 Grade B: R285 816 per annum
 Grade C: R332 061 per annum

CENTRE : Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate SAQA Trade Test Certificate in Electrician / Electrical Fitter / Electrical Cooling Systems / Millwright. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years' appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years' appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Willingness to work irregular hours, (eg. overtime, after hours, day or night, weekends, public holidays and standby duties) and attend to emergencies when required. Valid (Code B/EB) driver's license and willingness to travel and work at all Public Health Institutions within the Hessequa Sub-District. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): Appropriate working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. Appropriate working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic & light commercial laundry & kitchen equipment; Access control, Fire Detection & Electrical Fencing Hardware; Basic building terminology and construction; Hospital Technical Systems & plant; HVAC equipment; Welding & Plumbing skills (Demonstrable). Good communication skills (verbal and written). Computer literacy (MS Word, Excel,

- Email and Internet). Physically fit to perform duties and the ability to work at heights and in confined spaces.
- DUTIES** : (key result areas/outputs): Routine Maintenance and Repairs of equipment, plant, and tools at all Health Establishments in the Hessequa Sub-District that includes 1 District Hospital and 6 Clinics. Compile specifications and assist in managing projects. Control and supervision of workshop staff, groundsman and intern. Procurement of workshop consumables, oxygen, diesel, tools and materials as well as the control thereof in respect of stock control. Administration duties and functions in respect of Requisitions and Job Cards and managing departmental and institutional contracts. Occupational Health and Safety Practices.
- ENQUIRIES APPLICATIONS** : Mr. H Crous, tel. no. (028) 713-8642
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed applicants will be subjected to practical tests. The pool of applicants will be considered for vacancies within the Garden Route District Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 13 March 2026, 17:00PM
- POST 07/273** : **ADMINISTRATION CLERK: SUPPORT (SUPPLY CHAIN MANAGEMENT)**
Directorate: Health Technology
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
: Head Office, Cape Town (Clinical Engineering-Goodwood)
: Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a technical or health commodities environment. Appropriate experience in Supply Chain Management and Finance. Inherent requirement of the job: Strong cooperative and collaborative characteristics to promote and advance good teamwork. Competencies (Knowledge/skills): Sound knowledge and understanding of the Public Finance Management Act. Sound theoretical and practical knowledge of Supply Chain Management with specific knowledge of procurement of maintenance related goods. Knowledge of warehouse functions/modules in LOGIS or Stock Management System. Sound practical knowledge of the government's Electronic Procurements System (ePS). Sound knowledge of the Accounting Officer System. Good interpersonal and communication skills. Computer literacy (MS Word, Excel, Outlook, Teams). Ability to supervise and train junior staff.
- DUTIES** : (key result areas/outputs): Effective and efficient management of Procurement in a maintenance environment. 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. Perform the functions of the Quotation Committee Secretary and act on behalf of the Chairperson as required. Perform the functions of the buyer on ePS, from capturing events to adjudication. Liaise closely with the end-users on evaluations of quotations. Ensure compliance with applicable safety regulations.
- ENQUIRIES APPLICATIONS** : Mr K Lutchman, tel. no. (021) 590-5005
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 March 2026, 17:00PM

- POST 07/274** : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R228 321 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Persal and Human Resource Management functions. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Good computer literacy (MS Word, advanced Excel and PowerPoint), mathematical and communication skills. Good interpersonal skills and the ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Ability to function in a stressful environment, cope with a heavy workload and meet deadlines. Appropriate planning, prioritization, organization and administrative skills. Knowledge of People Management Legislation and Policies in the Public Service.
- DUTIES** : (key result areas/outputs): Effective and timeous performance of all personnel matters, such as pension-, service termination-, leave-, allowances-, service benefits- and debt management administration. Ensure correct application of People Management Policies and audit compliance. Assist with all other administrative functions in the personnel component, as per request. Maintain effective record keeping. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters. Handle a variety of personnel, written and telephonic enquiries. Provide and ensure effective support to relevant line management within the component and colleagues.
- ENQUIRIES** : Ms C Acker, tel. no. (021) 944-9200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be expected to undergo a practical assessment. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification, verification, criminal records and previous employment.
- CLOSING DATE** : 13 March 2026, 17:00PM
- POST 07/275** : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE** : Laingsburg Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work 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.
- DUTIES** : (key result areas/outputs): Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Participate in infection prevention and control.
- ENQUIRIES** : Mr G Samuels, tel. no. (023) 814-2015
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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 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 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.

- CLOSING DATE** : 13 March 2026, 17:00PM
- POST 07/276** : **NURSING ASSISTANT GRADE 1 TO 3 (6 POSTS)**
West Coast District
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE** : Citrusdal Hospital (2 posts)
Clanwilliam Hospital (4 posts)
Cederberg Sub-District
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to rotate to other wards in the facility. Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in MS Word, Excel & PowerPoint and knowledge of recordkeeping procedures. Good communication and interpersonal skills. Good organisational skills and the ability to function under pressure and as part of a team. Ability to accept accountability and responsibility and to work independently.
- DUTIES** : (key result areas/outputs): Assist patients with activities of daily living (Physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.
- ENQUIRIES** : Mrs. L. van Geems-Wolmarans, Tel nr: 022 921 2153
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Cederberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 13 March 2026 17:00 PM
- POST 07/277** : **DRIVER (HEAVY DUTY VEHICLE)**
Cape Winelands District
- SALARY** : R163 680 per annum
- CENTRE** : Cape Winelands District Office
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of employees, and goods. Inherent requirements of the job: Valid (Code C1) driver's license and PDP. Driving the mobile dental unit within the sub-districts in the Cape Winelands District. Willing to do admin functions of the dental bus. Competencies (knowledge/skills): Knowledge of

DUTIES : Transport Regulations. Safe driving skills. Ability to accept accountability, responsibility and to work independently.
 : (key result areas/outputs): Daily transporting of dental mobile vehicle to respective schools and clinics. Transporting of personnel, goods, equipment, as well as completion of logbooks. Conduct routine maintenance and cleaning of Dental Mobile vehicle. Conduct routine inspection of vehicle and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Physically fit and able to lift and load heavy items. Relief staff within the Comprehensive Health Component when required.

ENQUIRIES : Ms. R Balie tel. no. (023) 348-8122
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Cape Winelands District Office, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 13 March 2026, 17:00 PM

POST 07/278 : **LINEN STORES ASSISTANT**
 Garden Route District

SALARY : R138 486 per annum
CENTRE : Harry Comay Hospital, George Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in laundry services. Inherent requirements of the job: Must be able to be on feet for most of the day and to work in uncomfortable temperatures. Willingness to work weekends, overtime and public holidays. Willingness to rotate in other departments when needed. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to handle heavily soiled linen containing human excretions and blood. Appropriate knowledge of Laundry Services.

DUTIES : (key result areas/outputs): Collecting, Sorting and Weighing of dirty, soiled linen. Machine & Equipment operation, washing drying and ironing of linen. Linen Stock Control and Management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Ad hoc Administrative duties. Assist supervisor where required. Do monthly linen counts at clinics.

ENQUIRIES : Mr E Thom, tel. no. (044) 814 - 1099
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. 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.

CLOSING DATE : 13 March 2026, 17:00PM

POST 07/279 : **HOUSEHOLD AID: SUPPORT SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic Literacy and Numeracy. Experience: Appropriate cleaning experience in a Health Facility. Inherent requirement of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : (key result areas/outputs): General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment e.g. Polisher and scrubbing machines, mops,

brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Attend training courses where applicable.

- ENQUIRIES** : Ms ZM Cupido, tel no. (021) 918-1228
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/280** : **SESSIONAL MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (4 HOURS PER WEEK)**
- SALARY** : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Technical skills appropriate for investigation. MMED in Psychiatry and/or FC Psychiatry (SA) qualifications. Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Clinical skills required of a Medical Specialist Psychiatrist, including assessment, diagnosis and treatment in a psychiatry outpatient setting.
- DUTIES** : (key result areas/outputs): Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
- ENQUIRIES** : Dr I Lewis, tel no. (021) 404-5381 or email: lan.lewis@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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. Please ensure that you attached an updated CV. No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 13 March 2026, 17:00 PM
- POST 07/281s** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PHC) (4 X 20 SESSIONS)**
(Contract Until 31 March 2027)
Cape Winelands Health District
- SALARY** : Grade 1: R214 per hour

**CENTRE
REQUIREMENTS**

Grade 2: R261 per hour
Grade 3: R314 per hour
Drakenstein Sub-district
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: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES

(key result areas/outputs): Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES
APPLICATIONS**

Ms J Bosch tel. no. (021) 862-4520
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

13 March 2026, 17:00 PM