



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 08 OF 2026
DATE ISSUED 06 MARCH 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF HEALTH:** Kindly note that the following post was advertised in Public Service Vacancy Circular 06 dated 20 February 2026, Medical Specialist Grade 1/2/3: Paediatrics Department (PMB Metropolitan Hospitals Complex) with Ref No: MED 02/2026 is respectively has been withdrawn.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that the Senior Labour Relations position for National Office, Pretoria with Ref No: Q9/2026/24, as advertised in Public Service Vacancy Circular 07 dated 27 February 2026 with a closing date of 13 March 2026 has been withdrawn. Apologies for any inconvenience.

PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS: Kindly note that the following post was advertised in Public Service Circular 07 dated 27 February 2026, The Direction of applications is amended as follows; (1) Audit Committee Member (X5 Posts); Applications: The applications must be submitted to the Head: Department of Economic, Small Business Development, Tourism and Environmental Affairs at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein, 9300 or alternatively they can be e-mailed for the attention Human Resource Management at email: recruitment1@destea.gov.za The closing date is 13 March 2026.

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 20 March 2026 at 16:00

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. 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. 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 08/01 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/3/1/59/2025**

SALARY : R468 459 per annum

CENTRE : Demand and Acquisition Management: Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a National Diploma in Supply Chain Management / Purchasing Management / Public Management / Public Administration / Financial Management (NQF level 6). Minimum of 3 years' supervisory experience in the Demand and Acquisition environment. Job-related knowledge: Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Job-related skills: Computer literacy Skills, Problem Solving skills, Communication Skills (verbal and written), Organizing skills and interpersonal skills. Ability to work in a team and work under pressure. A Valid divers' license.

DUTIES

: Administer the Departmental demand management plan: Facilitate and prepare communicate for submission of DMPs, Analyse, advise and verify development of demand management plan for all offices, facilitate, analyse, advise and verify consolidated demand management plan, facilitate approval of the clients demand management plan, submit verify consolidated demand management plan. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template, check (engage) and analyse the information, confirm availability of budget, check alignment against strategic and other objectives, consolidate into procurement plan and table for approval by the accounting officer. Facilitate the industry analysis of service provider: Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to clients. Provide advice in nomination of bid specification and evaluation committee members (Term of reference). Facilitate and coordinate approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meeting. Align terms of reference, pricing, schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (Terms of contracts, transversal contracts, bulk procurement and direct sourcing (Sourcing Strategies). Coordinate (Synergise), review, research, analyse and plan the procurement needs of the department: Research the relevant identified needs (in line with the SC strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interprets and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Supervise employees to ensure and effective demand management service and undertake all administrative functions required regarding financial and HR administration, this would inter-alia entails the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES
APPLICATIONS**

: Mr Roewyn Danster Tel No: (012) 312 8360
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ADDMrecruit582025@nda.gov.za

NOTE

: EE Target: African Male, Coloured Male and persons with disability.

POST 08/02

: **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO:
3/3/1/59/2025**

Directorate: Diversity Management and Transformation Strategies

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Gauteng (Pretoria)
: A minimum qualification of a Bachelor's degree in Social Work or Psychology (NQF7). Registration with the South African Council for Social Service Professions (SACSSP) as a social worker or the Health Professions Council of South Africa (HPCSA) for psychologists. Minimum of 3 years' Supervisory experience in Employee Health and Wellness. Job related knowledge: Counselling. Quality assurance. Initiative. Planning and execution. Job related skills: Communication (verbal and written). Strategic planning and leadership. Presentation and facilitation. Report writing. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Ability to work irregular hours. A valid driver's license.

DUTIES

: Design and coordinate employee health and wellness services and programmes: Coordinate the provision of psych-social, individual and organisational wellness services related to employees, their immediate family members and contacts. Render specialised interventions within 72 hours /72 hours in the case of trauma management and diffusion. Provide support to peer counsellors. Compile sessional report. Conduct management and supervisory consultations. Conduct needs assessment and analysis for redress: Coordinate and facilitate awareness and education of EHWM policies through marketing. Develop workshop material, Employee Health and Wellness training and support. Coordinate and implement sport and recreation

management and nutrition initiatives: Co-ordinate awareness and education on nutrition and physical wellness programmes. Develop articles on physical wellness and nutrition and circulate on DOACOMMS. Compile DPSA reports, operational planning: Ensure compliance with statutory requirements in line with the DPSA EHM and due dates. Participates in the consolidation of compliance documents.

ENQUIRIES : Ms A Ferreira at (082) 827 0612
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ADEHWrecruit592025@nda.gov.za
NOTE : EE Target: All candidates who previously applied are encouraged to reapply. Applications are invited from persons of all races and genders, including persons with disabilities. Only applicants registered with one of the two councils will be considered.

POST 08/03 : **CHIEF MONITORING ANALYST REF NO: 3/3/1/60/2025**
Directorate: Monitoring

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a National Diploma / Degree in Agriculture, Statistics, Auditing, Commerce, Public Administration / Management, Business Administration / Management (NQF6) and other related qualification. Minimum of 2 years of proven experience in performance monitoring, auditing, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system, policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations. Performance auditing. Project and programme management. Quality improvement. Ability to customize and package information to user requirements. Job related skills: Computer literacy. Analytical and research skills. Communication and interpersonal skills. Presentation skills. Problem solving skills. Report writing skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Coordinate organisational performance analysis against predetermined objectives: Analyse departmental performance environment. Assess alignment of departmental monitoring approaches to the departmental and overall government environment. Act as a depository of analysed information to enhance proactive decision making towards achievement of set goals. Identify the gaps and advise on possible remedial actions. Support the process of implementing improvement plans. Coordinate analysis on organisational performance reporting: Analyse departmental reporting processes. Advise on areas needing strengthening regarding reporting of non-financial performance. Analyse ways in which Monitoring unit can be influential in all areas of non-financial performance reporting including administrative performance management processes. Advice on areas of reporting needing improvements. Advice on management of consolidated reporting system for complete accountability. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency: Analyse state of performance controls for adequacy. Identify areas of excellence within and through bench marking for replication. Identify areas of weaknesses / non-compliance and support implementation of improvements reforms. Test the effectiveness of the systems (databases, data collection tools, template, reporting system etc.), to prevailing performance culture and environmental. Assess the audit trends against state of performance and advise on monitoring areas needing improvements. Provide possible remedial action for possible consideration. Continuously ensure the maintenance of adequate response of DOA systems to legislations. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance: Use analyses findings to identify capacity building gaps. Contribute to formulation of capacity building interventions. Engage management to formalise addressing identified knowledge gaps through monitoring approaches and practices. Analyse state of improvements due to capacity building interventions. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process: Analyse the dependency of planning methodology and practices in monitoring approaches and practices. Analyse the dependency of programme and project

management methodology in performance monitoring approaches and practices. Analyse contribution of other dependencies including administrative performance management and support services to institutional performance management. Provide possible remedial action for possible consideration. Monitor implementation of improvement plans and advise where further improvements are required.

ENQUIRIES : Mr Evans Kgasago Tel No: (012) 321 8068
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CMAreruit602025@nda.gov.za
NOTE : EE Target: Africans and Persons with disabilities.

POST 08/04 : **MONITORING ANALYST REF NO: 3/3/1/61/2025**
Directorate: Monitoring

SALARY : R468 459 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a National Diploma / Degree in Agriculture, Statistics, Auditing, Commerce, Public Administration / Management, Business Administration / Management (NQF6) and other related qualification. Minimum of 2 years of proven experience in performance monitoring, auditing, evaluation, Project and programme management, strategic planning preferably in agricultural environment. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system, policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. DPME regulations. Performance auditing. Project and programme management. Quality improvement. Ability to customize and package information to user requirements. Job related skills: Computer literacy. Analytical and research skills. Communication and interpersonal skills. Presentation skills. Problem solving skills. Report writing skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES : Coordinate Provincial Department of Agriculture (PDAs) and Public Entities (PEs) performance analysis against predetermined objectives: Analyse PDAs and PEs performance environment. Assess alignment of PDAs and PEs monitoring approaches to the overall government performance management environment. Act as a depository of analysed information to support evidence-based and proactive decision making towards achievement of set goals. Identify the gaps, risks, systemic challenges and advice on possible remedial actions. Support the implementation and monitoring of performance improvement plans. Conduct trend and comparative analyses across quarters and entities to identify persistent performance patterns and emerging risks. Provide analysis on Provincial Department of Agriculture (PDAs) and Public Entities (PEs) performance reporting: Analyse PDAs and PEs reporting processes for adequacy, consistency and compliance. Advise on areas needing strengthening regarding reporting of non-financial performance. Analyse ways in which Monitoring unit can be influential in all areas of non-financial performance reporting including administrative performance management processes. Advise on areas of reporting requiring improvement, including indicator definitions, data sources, and evidence requirements. Advise on management of consolidated reporting system for complete accountability. Compile consolidated quarterly and annual PDAs and PEs non-financial performance reports. Maintain an audit-ready repository of listings, including submission dates, and supporting documentation. Develop, maintain, and update standardised annual performance workbooks consolidating quarterly reported performance for all Provincial Departments and Public Entities respectively. Analyse state of performance controls and inform continuous improvements to satisfy prescribed performance standards for accountability and transparency: Analyse state of performance controls for adequacy. Identify areas of excellence within and through bench marking for replication. Identify areas of weaknesses / non-compliance and support implementation of improvements reforms. Test the effectiveness of the systems (databases, data collection tools, template, reporting system etc.), to prevailing performance culture and environmental. Assess the audit trends against state of performance and advise on monitoring areas needing improvements. Implement risk-and findings-based project verification processes informed by findings, internal audit outcomes, performance trends, and management concerns. Provide possible remedial action for possible consideration. Ensure continuous alignment of monitoring systems with

legislative and regulatory requirements. Use analysis findings to inform agenda on capacity building/advisory to achieve improved organisational performance: Use analyses findings to identify capacity building gaps. Contribute to formulation of capacity building interventions. Engage management to formalise addressing identified knowledge gaps through monitoring approaches and practices. Analyse state of improvements due to capacity building interventions. Support use of analysis findings to proactively overcome challenges, develop guiding documents and tools and enhance management decision making process: Analyse the dependency of planning methodology and practices in monitoring approaches and practices. Analyse the dependency of programme and project management methodology in performance monitoring approaches and practices. Analyse contribution of other dependencies including administrative performance management and support services to institutional performance management. Develop or contribute to guiding documents, tools, and templates to address recurring performance challenges. Provide possible remedial action for possible consideration. Monitor implementation of improvement plans and advise where further improvements are required.

ENQUIRIES APPLICATIONS : Mr Evans Kgasago Tel No: (012) 321 8068
 : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email MArecruit612025@nda.gov.za

NOTE : EE Target: Africans and Persons with disabilities.

POST 08/05 : **SENIOR SUPPLY CHAIN PRACTITIONER: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO: 3/3/1/62/2025**
 Directorate: Demand and Acquisition Management

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Gauteng (Pretoria)
 : Applicants must be in possession of a National Diploma in Transport Management/ Public Administration/ Purchasing Management/ Supply Chain Management/ Logistics Management. Minimum of 2 years' experience in Supply Chain Management and in particular Transport and Fleet Management. Job related knowledge: Public Finance Management Act. Treasury Regulations. Basic Accounting System (BAS). Departmental SCM procedures and policies. Job related skills: Computer literacy. Management skills. Good interpersonal skills. Good verbal and written communication skills. Teamwork. Ability to work under pressure. A Valid divers' license.

DUTIES : Render transport and travel payment services: Receive, verify, reconcile and compile supplier's invoices. Distribute invoices to compilers. Verify captured invoices for compliance and accuracy before payment. Capture payments and journals on BAS. Register invoices and manage the distribution lists received from Travel Management Companies. Report 30-day payments. Compile accruals and payables for financial statements purposes. Maintain vehicles register: Maintain record of vehicle allocations per province and /or responsibilities. Identify vehicles due for withdrawal and/ or due for auction. Update register as per allocations of vehicles or replacements. Record keeping of daily allocation of vehicles and fuel cards. Perform vehicles verification and spot checks: Monitor the pre and post inspections on vehicles during allocations. Conduct annual (twice per year) inspections in the province. Ensuring regular maintenance and service as per manufactures manual/handbook. Ensuring that vehicle licenses are renewed. Ensure effective management of assets: Monitor compliance with the National and Departmental Transport Policies in respect of vehicle utilisation, allocations and maintenance. Report abuse or deviations by users. Liaison with service providers – e.g. fleet, standard bank etc.

ENQUIRIES APPLICATIONS : Ms Amanda Le Roux Tel No: (012) 312 8438
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSSPTFTrecruit622025@nda.gov.za

NOTE : EE Target: Africans, Coloured Female and Persons with disabilities.

POST 08/06 : **FINANCE CLERK: SALARIES AND PAYABLES REF NO: 3/3/1/63/2025 (X2 POSTS)**
 Chief Directorate: Financial Management

SALARY : R228 321 per annum

- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Grade 12. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Planning and organising skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice. Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Mr Bruce Segodi Makwela Tel No: (012) 312-8877
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FCSPrecruit632025@nda.gov.za
- NOTE** : EE Target: African Male and Persons with disabilities.
- POST 08/07** : **FINANCE CLERK: DEBTORS REF NO: 3/3/1/64/2025**
 Chief Directorate: Financial Management
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
 : Gauteng (Pretoria)
 : Grade 12. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Planning and organising skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice. Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms J Mthimunye Tel No: (012) 312-8879
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FCDrecruit642025@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disabilities.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : HR Division, Chief Directorate Transformation Management (CDTM), Private Bag X159, Pretoria, 0001 or hand deliver to Defence HQ, 370 Nossob Street, Erasmuskloof, Pretoria, or email to motlatso.mabetwa@dod.mil.za
- CLOSING DATE** : 20 March 2026 at 16h00, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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. 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 website 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. 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 other must be an integrity (ethical conduct) assessment. 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.

OTHER POST

- POST 08/08** : **DEPUTY DIRECTOR: EVALUATIONS REF NO: CDTM/08/08/26/01**
Chief Directorate: Transformation Management
- SALARY** : R896 436 – R1 055 958 per annum (Level 11)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a recognised National Diploma / Bachelor's Degree in Social Sciences / Public Administration or Human Resource Management with Research Methodology at (NQF Level 6). A minimum of three (3) years' experience at Junior Management level in report writing, designing and implementing evaluation frameworks, statistical procedures, research methods as well as an advanced working knowledge of all Transformation and Equity principles. Special Requirements (Skills needed) Ideal candidates will possess strong analytical skills enabling them to extract actionable insights from complex data sets. Additionally, they will be effective communicators, capable of articulating their findings in a clear and concise

manner to diverse stakeholders, both technical and non-technical. Successful candidates will possess excellent advisory skills, enabling them to provide expert guidance and strategic recommendations to programme owners, thereby informing programme development and optimisation.

DUTIES

: The successful candidate will be responsible for coordinating comprehensive evaluations of Transformation programmes, assessing their effectiveness, impact and outcomes. They will spearhead and coordinate research projects focused on Transformation-related topics generating critical insights and evidence-based recommendations to inform and shape policy decisions, ultimately driving positive change and improvement. Support evidence-based decision making by communicating insights from evaluation and research projects to stakeholders through clear, concise and well-structured reports and presentations. The successful candidate will be responsible to design, develop and review both evaluation and research measurement tools, including surveys, questionnaires and assessment frameworks, to ensure rigorous and effective data collection and analysis. Monitor the implementation of HR policies, practices and procedures to ensure alignment with and compliance to Transformation and Equity principles, promoting a fair and equitable work environment. Provide administrative line function and personnel support by leading, supervising and mentoring the evaluation and research team to ensure high quality outputs and professional development.

ENQUIRIES

: Capt (SAN) D. Siweya Tel No: (012) 355 5828

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** : 20 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)

OTHER POSTS

- POST 08/09** : **ASISTANT DIRECTOR: GENDER, DISABILITY AND YOUTH REF NO HR4/26/03/01 HO**
Re-advertisement, applicants who previously applied must re-apply.
- SALARY** : R468 459 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A qualification at NQF 6 as recognized by the South African Qualifications Authority (SAQA) in Gender Studies/ Gender and Woman Studies/ Disabilities

Studies/ Human Rights/ International Development Studies/ Behavioural Economics/ Public Policy/ Political Studies/ Youth studies/ Psychology/ Social Work/ Sociology/ Public Management/ Public Administration/ Human Resource Management. A valid drivers' license. Four (4) years' functional experience working within Gender, Disability and Youth (GDY) programs environment. Knowledge: Gender Equity and Women Empowerment Programmes. Promotion of the rights of people with disabilities. Mainstreaming and implementation of youth developmental programmes. Job access strategy. EHWP strategic plan. Skills: Communication, Interpersonal, Negotiation skills, Decision making, organizing skills, Computer Literacy, Problem solving, Presentation/ Ability to deliver presentation.

DUTIES : Provide inputs towards the development policies, strategies and guideline to promote mainstreaming, development and empowerment of women, persons with disabilities and youth. Coordinate and implement Gender Equity and Women Empowerment programmes. Coordinate and implement Disability Mainstreaming programmes. Coordinate and implement Youth empowerment programmes. Monitor and evaluate implementation of Gender, Disability, Youth issues.

ENQUIRIES APPLICATIONS : Ms. L Rudah Tel No: (012) 309 4659
 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ12@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 08/10 : **TEAM LEADER REF NO: HR4/4/5/09**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Pietermaritzburg Labour Centre
 : Three (3) years tertiary qualification (NQF6) in Labour Relations/Labour Law/ BCOM Law/ LLB. A valid drivers' licence. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Employment Services Act, Occupational Health and Safety Act, COIDA, SABS Codes, UI Contribution Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer Literacy, Interpersonal skills, Conflict handling, Negotiation, Problem solving skills, interviewing skills, Analytical, Presentation, Innovative, Communication, Performance Management, Monitoring and Evaluation skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislations namely, Basic Conditions of Employment Act (BCEA0, Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct Advocacy Campaign on Labour legislations regularly. Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES APPLICATIONS : Mr M September Tel No: (033) 341 5300
 : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za

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

POST 08/11 : **EE INSPECTOR REF NO: HR4/4/5/21**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Provincial Office: KwaZulu-Natal
 : National Diploma in Labour Law (NQF6)/ Advanced Labour Law (NQF7)/ Post grad in Labour Law (NQF8)/ Law Degree/ BCom Law. A valid drivers' licence.

One (1) to Two (2) years functional experience in EE Inspections is an added advantage. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Unemployment Insurance Act, Employment Equity Act, Employment Services Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act, UI Contribution Act, Inspectors appointment Certificate. Skills: Planning and Organizing, Computer Literacy, Interpersonal skills, Conflict handling, Problem solving skills, interviewing skills, Analytical, Presentation, Innovative, Communication, Client focused, Sense of responsibility, Organisational goal driven, Assertiveness, Disciplined and ability to meet deadlines.

DUTIES : Conduct EE procedural inspections and DG Reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.

ENQUIRIES : Mr M Zondi Tel No: (031) 366 2107
APPLICATIONS : Provincial Chief Inspector: KZN: P.O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. Email to: Jobs-KZN8@Labour.gov.za

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

POST 08/12 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/13**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Prospecton (KZN)
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr K Naidoo Tel No: (031) 913 9700
APPLICATIONS : Deputy Director: Prospecton Labour Centre, PO Box x 343, Umbongintwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Application: Jobs-KZN24@labour.gov.za

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

POST 08/13 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/12**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Pietermaritzburg (KZN)
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, ie. Electrical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and

organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr MSJ September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Pietermaritzburg Labour Centre, Private Bag X9048, Pietermaritzburg, 3201 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Application: Jobs-KZN12@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 08/14 : **OHS INSPECTOR: HEALTH & HYGIENE REF NO: HR4/4/5/14**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Verulam (KZN)
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, ie. Occupational Health or Environmental Health. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr B Zondi Tel No: (032) 541 5602
APPLICATIONS : Deputy Director: Verulam Labour Centre, PO Box x 1144, Verulam, 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: Jobs-KZN30@labour.gov.za

POST 08/15 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/22**

SALARY : R325 101 per annum
CENTRE : Provincial Office: KwaZulu-Natal
REQUIREMENTS : Three years' tertiary qualification in Internal Auditing/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ BCom Accounting/ BCom Law/ LLB/ Financial Management. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Unemployment Insurance Act, Employment Equity Act, Batho

Pele Principles, Compensation for Occupational Injuries & Diseases Act, UI Contribution Act, OHS Act and Regulations, PFMA, NMWA, Labour Relations Act, Inspectors Code of Conduct, Inspectors Appointment Certificate, Inspectors card. Skills: Planning and Organizing, Facilitation, Computer Literacy, Interpersonal skills, Conflict handling, Problem solving skills, interviewing Listening and observation skills, Analytical, Presentation, Innovative, Communication, Client focused, Sense of responsibility, Organisational goal driven, Assertiveness, Disciplined and ability to meet deadlines.

DUTIES : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non complying employees for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.

ENQUIRIES : Mrs P Shandu Tel No: (031) 366 2095
APPLICATIONS : Deputy Director: Provincial Operations: P.O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. Email to: Jobs-KZN9@Labour.gov.za

POST 08/16 : **CLAIMS PROCESSOR REF NO: HR4/4/5/10**

SALARY : R269 499 per annum
CENTRE : Pietermaritzburg Labour Centre
REQUIREMENTS : Undergraduate qualification (NQF6) as recognised by SAQA in Public Management/ Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom/ Finance/ Administration. Experience in Claims Processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, Claims handling, Claims verification and validation, Claims litigation, Claims assessment/ settlement, Claims finalisation, Compensation Fund business strategies and goals, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), Promotion of Access to Information Act, Occupational Health and Safety Act (OHS), Public Service Act, Public Service Regulation. SKILLS: Claims Registration, Communication, Data capturing, Record management, Computer skills, Accountability, Analytical, Attention to detail, Brand and customer oriented service delivery, Ethics and Governance, Team orientation.

DUTIES : Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administration activities.

ENQUIRIES : Mr M September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za

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

POST 08/17 : **BCEA INSPECTOR: INSPECTION SERVICES (X4 POSTS)**

SALARY : R269 499 per annum
CENTRE : Kokstad Labour Centre Ref No: HR4/4/5/01 (X1 Post)
 Pietermaritzburg Labour Centre Ref No: HR4/4/5/02 (X1 Post)
 Stanger Labour Centre Ref No: HR4/4/5/03 (X1 Post)
 Ulundi Labour Centre Ref No: HR4/4/5/04 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/ LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. 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 : Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
 Mr M September Tel No: (033) 341 5300 (Pietermaritzburg)
 Mr B Zondi Tel No: (032) 307 0989 (Stanger)

- APPLICATIONS** : Mr T Nkosi Tel No: (035) 879 8800 (Ulundi)
 Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
 Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za
 Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN25@Labour.gov.za
 Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
- POST 08/18** : **CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/30**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
 : Qonce Labour Centre
 : Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, 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** : Mr A Ngombane Tel No: (043) 718 8380
 : Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth 4960. Email: Jobs-ECKWT@labour.gov.za
- POST 08/19** : **ADMINISTRATIVE CLERK: IES REF NO: HR4/4/5/11 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
 : Pietermaritzburg Labour Centre
 : Matric/Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and organising, Communication, Computer literacy, Assertive, Ability to prioritize tasks, Ability to work under pressure.
- DUTIES** : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
- ENQUIRIES APPLICATIONS** : Mr M September Tel No: (033) 341 5300
 : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. Email to: Jobs-KZN12@Labour.gov.za

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

- APPLICATIONS** : **Pretoria and Limpopo:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town, Free State and Northern Cape:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 23 March 2026, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 08/20 : **DIRECTOR: ENVIRONMENTAL SPATIAL INFORMATION REF NO: RCSM15/2026**

SALARY : R1 266 714 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF7) in Geography/Cartography/Geographic Information Systems (GISc) or relevant equivalent qualification as recognized by South African Qualification Authority (SAQA). A minimum of five (5) years of experience at middle/senior managerial level in the GISc or related field. Compulsory registration with the South African Geomatics Council (SAGC) as mandated by the Spatial Data Infrastructure (SDI) Act. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) submitted prior to appointment. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours.

DUTIES : Manage Spatial Enterprise License Agreements that enables the Department and Entities to carry out spatial functions. Support the identification, development, handover and review of departmental systems involving spatial information. Provide, maintain and manage the infrastructure for the enterprise GIS. Oversee spatial data management for the Department. Purchase or acquire spatial data to support DFFE's strategic business areas and systems requiring spatial information. Perform data visualisation and spatial interpretations to support Departmental data and projects. Conduct spatial data analysis and provision of data and cartographic products to inform Departmental projects. Remote sensing & photogrammetry analysis and product support. Conduct spatial data analysis including the production of maps. Development of spatial policies, guidelines, and standards

ENQUIRIES : Ms A Mampye Tel No: (012) 399 9263
APPLICATIONS : RCSM15-2026@dffe.gov.za

OTHER POSTS

POST 08/21 : **GISc PROFESSIONAL CHIEF GRADE A REF NO: RCSM06/2026**

SALARY : R1 099 488 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in GISc (NQF Level 7) or relevant equivalent qualification recognised by SAQA. A minimum of six years post qualification GISc professional experience. Compulsory registration with SAGC as a GISc Professional on appointment. Professional on appointment. Knowledge of Programme and Project management. Legal and operational compliance. Communication skills. Process knowledge and skills. Maintenance skills and knowledge. knowledge of Research and development. Knowledge of Remote Sensing and satellite image interpretation, creation and maintenance of online systems, generation of Field Map applications and the management of an Enterprise License Agreement (covering DFFE and the five entities) will be an added advantage. Systems skills. Geo-Database design and analysis skills. Creating high performance organizational culture. Technical consulting. Accountability. Strategic management and direction Problem solving and analysis. Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and responsiveness Communication and listening skills. Computer skills Delegation and development of others. Planning, organising and Execution Ability to manage Conflict. Language Proficiency Knowledge Management. Negotiation and Change management skills. A valid driver's licence will be an added advantage.

DUTIES : Strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc function within the institution. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc projects

activities. Monitor and evaluate GISc function within the organisation. Develop the cost benefit analysis. Facilitate the functional requirement analysis. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Stakeholder management. Policy making and institutional strategic. Policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Research: Provide overall framework for research and development activities Provide standards, specification and service levels according to organizational objectives.

ENQUERIES APPLICATIONS

: Mr D Marais Tel No: (012) 399 9295
 : RCSM06-2026@dffe.gov.za

POST 08/22

: **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: RCSM-CPT01/2026**

SALARY CENTRE REQUIREMENTS

: R586 956 per annum, (OSD)
 : Cape Town
 : LLB Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification within the relevant field. An extensive understanding of Legislative administration, knowledge of general legal drafting, Environmental Law, Constitutional and Administrative Law. The applicant must have a general legal knowledge of Public Service and Departmental procedures and prescripts relevant to the post. Understand the facilitation of project management, research methodologies and strategic coordination/planning, policy analysis, risk management, legal research and methodologies and presentation. Have good proven legal drafting and legal research skills. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.

DUTIES

: Manage the processing and administration of appeals submitted to the Department in terms of the Marine Living Resource Act, 19198, the National Forestry Act, 2008, and the Promotion of Access to Information Act, 2000 and any other relevant legislation. Convene appeals committee meetings to discuss the appeals depending on the complexity of the appeal. Manage the drafting of ministerial submissions and recommendations on appeals in respect of decisions taken by delegated officials under the MLRA. Ensure that draft recommended Appeal Decision adheres to the guiding principles of the MLRA and the principles of administrative justice in accordance with the Promotion of Administrative Justice Act, 2000 (PAJA). Manage the drafting of ministerial submissions and recommendations on appeals in respect of decisions taken by delegated officials under the NFA and PAIA. Ensure that the recommended appeal decision is based on documentary and/or science-based evidence. Attend to the drafting of instructions to the State Attorney and legal counsel on appeals or appeal related matters that require legal opinions.

ENQUIRIES APPLICATIONS

: Ms S Rawat Tel No: (021) 402 3349 or email: srawat@dffe.gov.za
 : RCSM-CPT01/2026@dffe.gov.za

POST 08/23

: **ASSISTANT DIRECTOR: LINE NET, INVERTEBRATES & SEAWEED MANAGEMENT REF NO: FIM12/2026**

SALARY CENTRE REQUIREMENTS

: R468 459 per annum
 : Cape Town (Foretrust Building)
 : National Diploma (NQF6) or Higher in Fisheries Management/Natural/ Environmental Science/ Public Administration or relevant qualification as recognized by SAQA. Three (3) years' experience in Fisheries Management or relevant field. Knowledge of the Marine Living Resource Act ,1998, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000 and PFMA. Knowledge and experience in policy development and review. Knowledge of Project and Fisheries Management. Communication and administration skills. Numerical skills. A valid driver's licence.

DUTIES

: Regulate processes necessary for the management of the Abalone, Oyster, White mussels, Seaweed, Traditional Linefish, Netfish commercial sectors and related activities. Initiate draft submissions on determination of total allowable catch, total allowable effort or combination thereof for the applicable fishing sectors. Reconcile fishers catch data against their allocations to determine

over-catches. Review permit conditions for the applicable fishing sectors and related activities. Review and approve permits to undertake commercial fishing and to operate fish processing establishment. Verify and support approval of permits to export, import and transport fish and fish products. Manage the collection, collation and dissemination of data and information for the sector. Load quantum (allocations) for the applicable fishing sectors on the Marine Administration System (MAST). Participate in institution of section 28 legal proceedings against the right holders that fail to comply with the MLRA and its regulations, the applicable policies, the conditions of their rights and permits. Manage the sustainable utilization of the applicable fishing resources. Participate in the process of allocation of commercial fishing rights and rights for related activities. Compile authorizations submissions and records of decisions in response to requests. Compile the reports in terms of Regulation 5(3) of the MLRA in response to appeals. Coordinate and manage stakeholder liaison and communication. Participate in convening the management working group meetings and /or roadshows for the applicable fishing sectors and in engagements thereof. Attend to enquiries and/ or referrals. Initiate budget compilation and participate in procurement of goods and services.

ENQUIRIES : Mr. O Dubula at (066) 471 1611
APPLICATIONS : FIM12-2026@dffe.gov.za

POST 08/24 : **LEGAL ADMINISTRATION OFFICER MR5 REF NO: RCSM-CPT02/2026**

SALARY : R464 634 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : LLB/ Legal Administration Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification within the relevant field. An extensive understanding of Legislative administration, Environmental Law, Administrative Law. Knowledge. Understanding of Public Service and Departmental procedures and prescripts relevant to the post and Legislation. Knowledge of strategic coordination/planning, Business planning and Policy development. Applicant must have a comprehensive knowledge of facilitation of project management, research methodologies and presentation, audit procedures and risk management. Have good reporting / professional writing, policy formulation and negotiation skills. Advanced skills in policy formulation and stakeholder engagement. Ability to gather and analyse information, and develop and apply policies. Ability to work with difficult persons and work under extreme pressure and to resolve conflict. The incumbent must have a valid driver's license.

DUTIES : Coordinate and administer appeals submitted to the Department relating to the Marine Living Resources Act; National Forestry Act, 2008; and the Promotion of Access to Information Act, 2000, in terms of the relevant legislation and guidelines and any other relevant legislation. Initiate the appeal process within the time frames provided for in the appeals protocol and Regulations. Draft ministerial submissions and appeal decisions in respect of appeals relating to the MLRA. Ensure adherence to timeframes as per legislation and regulatory framework. Prepare briefing notes for the Minister on appeals. Manage the drafting of ministerial submissions and recommendations on appeals in respect of decisions taken by delegated officials under the NFA and PAIA. Draft presentations and briefing notes to Minister and/or Parliament. Draft submissions, briefing documents, responses to the public, media statements etc in relation to appeals.

ENQUIRIES : Ms S Rawat Tel No: (021) 402 3349 or email: srawat@dffe.gov.za
APPLICATIONS : RCSM-CPT02/2026@dffe.gov.za

POST 08/25 : **BIODIVERSITY OFFICER PRODUCTION GRADE A:**
TOPS/CITES/BABS/AIS REF NO: RCSM16/2026

SALARY : R343 842 per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF 6) or higher in Nature / Environmental Sciences or relevant equivalent qualification recognised by SAQA. A minimum of one (1) years' experience in a relevant field. Knowledge and Understanding of Legal Administration, Investigation best practice, Public Service and Departmental procedures and prescripts, Environmental policies, Biodiversity Legislation, Strategic coordination/ planning, Natural resource management, International instruments, Civil and criminal procedure, Constitutional and administrative law. Knowledge of environmental Management. Ability to work

DUTIES

individually and in a team, work under extreme pressure, work with difficult person and to resolve conflict develop and apply policies, Sound organising and planning skills. Good interpersonal relations and diplomatics skills. Relationship skills. Negotiation skills. Presentation skills. good interpersonal relations skills. advanced negotiation skills. Computer literacy.

: Attend to tip offs and complaints that require enforcement action. Conduct preliminary investigations in relations to tip offs and complaints that requires enforcement actions that refer as per protocol. Assist with preliminary investigations in relations to tip offs and complaints that require enforcement actions and as per protocol. Assist with compilation of comprehensive criminal case docket with legally admissible evidence in each investigation including Witness statement obtained, Warning statement obtained, Search warrant applications and executions, Request information / evidence from investigative sources Warning statements, Meeting with prosecutors and SAPS Investigating officers on key cases, Opening criminal cases against the offenders and arresting them when necessary, Drafting of legal documents, including charge sheet, affidavits, plea and sentence agreement where needed, Support in Sec 205 & Sec 252A application, Conducting post investigations including Serving of summons when needed, Attend and testify in court where necessary. Corporate and liaise with enforcement stakeholders on matters related to biodiversity enforcement activities, programmes and projects. Assist with planning and attendance of meetings. Communicate/ check implementation of international requirements related to enforcement. Participate in inter- departmental and intra- departmental forums and processes regarding policy and legislative reform. Liaise with scientific institutions dealing with analysis, SAPS Forensic Science Laboratory, University of Johannesburg, and Pretoria ZOO support in relation to information resources.

**ENQUERIES
APPLICATIONS**

: Ms S Ras Tel No: (012) 399 9468
: RCSM16-2026@dffe.gov.za

**INTERNSHIP FOR 2026-2028
24 MONTHS**

APPLICATIONS

: **Pretoria (Gauteng), Limpopo, North West, Free State and Mpumalanga:** 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.

: **Coastal: Eastern Cape, KwaZulu Natal, Northern Cape and Western Cape:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 OR hand-deliver to either: Cape Town: Foretrust Building, No.3 Marting Hammerschlag Way, foreshore, Cape Town OR Pietermaritzburg: 185 Langalibalele Street, Old Mutual Building, 5th Floor, Pietermaritzburg OR can be e-mailed to the respective e-mail address, quoting the relevant reference number on the e-mail subject line stating the specific post applying for.

**CLOSING DATE
FOR ATTENTION
NOTE**

: 31 March 2026, 16:00
: Learning and Development
: 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. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

OTHER POSTS

- POST 08/26** : **INTERNSHIP PROGRAMME 2026 REF NO: EC/CMS/01/26**
- STIPEND** : R7 860.50 per month
CENTRE : Bisho Regional Forestry Office
REQUIREMENTS : National Diploma Journalism / Public Relations / Marketing / Communications
Major subjects: Communications /Media Studies /Public Relations/
Environmental Studies.
- ENQUIRIES** : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858
or Mr Sonwabo Ndlela at (066) 081 9862
- APPLICATIONS** : EC-CMS-26@dffe.gov.za
- POST 08/27** : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/01/26**
- STIPEND** : R7 860.50 per month
CENTRE : Ngqeleni Estate
REQUIREMENTS : B-Tech / Advanced Diploma / Degree B Tech /Degree Forestry Major subjects:
Silviculture /Fire Protection /Forest Management/ Forestry Mensuration.
- ENQUIRIES** : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858
or Mr Sonwabo Ndlela at (066) 081 9862
- APPLICATIONS** : EC-B&C-26@dffe.gov.za
- POST 08/28** : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/02/26**
- STIPEND** : R7 860.50 per month
CENTRE : Gomo Forest Estate Office
REQUIREMENTS : National Diploma in Forestry Major subjects: Fire Protection /Forest
Management/ Inventory.
- ENQUIRIES** : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858
or Mr Sonwabo Ndlela at (066) 081 9862
- APPLICATIONS** : EC-B&C-26@dffe.gov.za
- POST 08/29** : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/03/26**
- STIPEND** : R7 860.50 per month
CENTRE : Keiskammahoeek Forest Estate
REQUIREMENTS : National Diploma in Forestry Major subjects: Fire Protection /Forest
Management/ Inventory
- ENQUIRIES** : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858
or Mr Sonwabo Ndlela at (066) 081 9862
- APPLICATIONS** : EC-B&C-26@dffe.gov.za
- POST 08/30** : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/04/26**
- STIPEND** : R7 860.50 per month
CENTRE : Cape Town
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Bcs Major subjects: Biological Science /
Horticulture /Environmental Science
- ENQUIRIES** : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858
or Mr Sonwabo Ndlela at (066) 081 9862
- APPLICATIONS** : EC-B&C-26@dffe.gov.za

POST 08/31 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/05/26**

STIPEND : R7 860.50 per month
CENTRE : Bulembu Estate
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Fire Protection /Forest Management/ Forestry Mensuration

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-B&C-26@dffe.gov.za

POST 08/32 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/06/26**

STIPEND : R7 860.50 per month
CENTRE : Port St Johns Forerst Estate
REQUIREMENTS : National Diploma in Forestry Major subjects: Fire Protection /Forest Management/ Inventory

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-B&C-26@dffe.gov.za

POST 08/33 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/07/26**

STIPEND : R7 860.50 per month
CENTRE : Bomvana Forest Estate
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Fire Protection /Forest Management/ Forestry Mensuration

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-B&C-26@dffe.gov.za

POST 08/34 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/08/26**

STIPEND : R7 860.50 per month
CENTRE : Ntsubane Forest Estate Office
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Fire Protection /Forest Management/ Forestry Mensuration

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-B&C-26@dffe.gov.za

POST 08/35 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/B&C/09/26**

STIPEND : R7 860.50 per month
CENTRE : Afromontane Forest Estate
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Fire Protection /Forest Management/ Inventory

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-B&C-26@dffe.gov.za

POST 08/36 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Bisho Regional Forestry Office
REQUIREMENTS : National Diploma in Forestry Major subjects: Forestry Management /Nursery Management

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/37 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/02/26**

STIPEND : R7 860.50 per month
CENTRE : Port Elizabeth
REQUIREMENTS : National Diploma in Forestry Major subjects: Forestry Management /Nursery Management

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/38 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/03/26**

STIPEND : R7 860.50 per month
CENTRE : Mthhatha
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Forestry Management /Forestry Protection/ Fire Protection

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/39 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/04/26**

STIPEND : R7 860.50 per month
CENTRE : Mthhatha
REQUIREMENTS : National Diploma in Forestry Major subjects: Forestry Management /Nursery Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/40 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/05/26**

STIPEND : R7 860.50 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Public Administration/ Administration Major subjects: Public Administration /Financial Management /Business Management/ Project Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/41 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/06/26**

STIPEND : R7 860.50 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech BSC Major subjects: Forestry /Environmental Science /Biological Science /GIS

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/42 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/07/26**

STIPEND : R7 860.50 per month
CENTRE : Bisho Regional Forestry Office
REQUIREMENTS : National Diploma in Environmental Management / Forestry Major subjects: Environment Management /Law /Silviculture/ Forestry Protection

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/43 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FOM/08/26**

STIPEND : R7 860.50 per month
CENTRE : Port Elizabeth
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Forestry/ Botany/ Nature Conservation Major subjects: Botany /Nursery Practice /Environmental Studies/ Law

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FOM-26@dffe.gov.za

POST 08/44 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/FIM/01/26**

STIPEND : R7 860.50 per month

CENTRE REQUIREMENTS : Foretrust Building
: National Diploma/ B-Tech /Advanced Diploma Degree/ Honours Degree /Post Grad Diploma in Environmental Management /Natural And Social Sciences /Natural Resource Management Major subjects: Social Ecology /Natural Resource Management /Conservation Business Admin/ Sustainable Development

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-FIM-26@dffe.gov.za

POST 08/45 : **INTERNSHIP PROGRAMME 2026 REF NO: EC/EP/01/26**

STIPEND CENTRE REQUIREMENTS : R7 860.50 per month
: Eastern Cape Region
: National Diploma in Public Management/ Administration/ Social Sciences Major subjects: Financial Management /Human Resource Development /Human Resource Management/ Public Relations & Communications

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : EC-EP-26@dffe.gov.za

POST 08/46 : **INTERNSHIP PROGRAMME 2026 REF NO: FS/CWM/01/26**

STIPEND CENTRE REQUIREMENTS : R7 860.50 per month
: Pretoria - Environment House
: Honours Degree / Post-Grad Diploma in Information Systems or Technology Major subjects: Information Systems Management/ Development/ Data Management /Architecture /Analytics/

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/47 : **INTERNSHIP PROGRAMME 2026 REF NO: FS/FOM/01/26**

STIPEND CENTRE REQUIREMENTS : R7 860.50 per month
: Bloemfontein
: National Diploma in Forestry Major subjects: Silviculture /Harvesting /Botany/

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/48 : **INTERNSHIP PROGRAMME 2026 REF NO: FS/FOM/02/26**

STIPEND CENTRE REQUIREMENTS : R7 860.50 per month
: Bloemfontein Office
: National Diploma/ B-Tech / Advanced Diploma / Degree in Forestry Major subjects: Forest Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/49 : **INTERNSHIP PROGRAMME 2026 REF NO: FS/FOM/03/26**

STIPEND CENTRE REQUIREMENTS : R7 860.50 per month
: Qwaqwa Nursery
: National Diploma/B-Tech/Advanced Diploma/Degree Forestry/Forestry Sciences/Management Major subjects: Forestry

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/50 : **INTERNSHIP PROGRAMME 2026 REF NO: FS/FIM/01/26**

STIPEND CENTRE REQUIREMENTS : R7 860.50 per month
: Gariea Dam
: Honours Degree / Post Grad Diploma BSc Honours Aquaculture Major subjects: Aquaculture

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/51 : **INTERNSHIP PROGRAMME 2026 REF NO: FS/EP/01/26**

STIPEND : R7 860.50 per month
CENTRE : Bloemfontein
REQUIREMENTS : National Diploma in Environmental Management / Environmental Sciences / Nature Conservation / Integrated Water Resource Management Major subjects: Botany / Zoology / Geography

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/52 : **INTERNSHIP PROGRAMME 2026 REF NO: FS/EP/02/26**

STIPEND : R7 860.50 per month
CENTRE : Bloemfontein
REQUIREMENTS : National Diploma in Developmental Studies/ Environmental Management Major subjects: Sociology /Economics /Political Science/ History

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/53 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/DM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech/Advanced Diploma/Degree/Honours Degree/Post-Grad Diploma in Public Management and Governance/ Administration/ Office Administration Major subjects: Office Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/54 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree Journalism/ Communications/ Public Relations Major subjects: News Report/Photojournalism /Print Journalism / Multimedia Journalism

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/55 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Contact Centre Management Major subjects: Contact Center Technology /Human Resource Management /Customer Relations Management/ Contact Centre Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/56 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/03/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Information Technology/ Computer Science Major subjects: Business Analysis /Web Development /Software Development/Database Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/57 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/04/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Master's System Development/ Computer Sciences/ Information Systems Major subjects: Programming/AI/Mobile Apps/ Data Analytics /Dynamics Ce/ Power Bi

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/58 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/05/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / master's in public administration/ public management/ administration Major subjects: Public Administration

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/59 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/06/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/B-Tech /Advanced Diploma /Degree in Office Management / Public Administration Major subjects: Office Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/60 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/07/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/B-Tech /Advanced Diploma /Degree in Financial Management Major subjects: Finance

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/61 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/08/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Multimedia Major subjects: Videography / Media Studies / Communication

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/62 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/09/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Administration/ Data Management/ Public Management Major subjects: Data Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/63 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/10/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Information Technology Major subjects: Specialising in Server Infrastructure /Network Infrastructure /IT/ Cyber Security

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/64 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/11/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech /Advanced Diploma /Degree in Safety Management / Environmental Health Major subjects: Safety Management Ia / Safety Management Iv / Safety Management Ib / Risk Management Ii / Safety Management Iia / Research Methodology / Occupational Health and Safety Iii / Occupational Health and Safety Iv

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/65 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/12/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech /Advanced Diploma /Degree in Management Services/ Operations Management Major subjects: Organizational Effectiveness/ Work Study

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/66 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/13/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Public Administration Major subjects: Public Administration / Office Management / Business Administration / Management Assistant

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/67 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/14/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : Honours Degree / Post Grad Diploma, Bachelor of Social Work/ Psychology Major subjects: Social Work /Psychology /Criminology / Sociology/ Counselling

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/68 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/15/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Human Resource Management/ Development/ People Performance Management Major subjects: Personnel Management/ Training and Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/69 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/16/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Occupational Hygiene/ Physiology/ Biological Sciences/ Env Health Major subjects: Occupational Hygiene /Occupational Health and Safety /Industrial Hygiene/ Environmental Health

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/70 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/17/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Archival Studies/ Archives and Records Management/ Library and Information Science Major subjects: Records Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/71 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/18/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Management/ Public Administration/ Commerce/ Humanities Major subjects: Public Administration /Business Management /Political Science/ Financial Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/72 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/19/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Relations/ Marketing/ Brand Management/ Communication Major subjects: Public Relations /Marketing /Brand Management /Communication

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/73 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/20/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Relations / Corporate Communications/ Communication Science Major subjects: Public Relations / Communication Science / Media Studies / Public Relations / Communication Science /Media Studies

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/74 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/21/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Occupational Hygiene/ Physiology/ Biological Sciences/ Environmental Health

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/75 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/22/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Transport Management/ Transport and Logistics Major subjects: Transport Planning/ Transport Management /Urban Transport/Road Transport /Contract Management/ Purchasing/ Supply Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/76 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/23/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Human Resource Management Major subjects: Personnel Management/Management of Training /Labour Law /Industrial Relations/

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/77 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/24/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ Btech/ B Degree in Environment Education
ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/78 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CMS/24/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Human Resource Management/ Human Resource Development Major subjects: Personnel Management/Management of Training

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/79 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma /B-Tech /Advanced Diploma /Honours Degree Post-Grad Diploma in Nature Conservation/Environmental Science/ Environmental Management Major subjects: Wild Management/ Environmental Monitoring/ Research Methodology /Ecology/ Ecology Restoration/ Environmental Risk Assessment /GIS/ Sustainable Development/ Remote Sensing

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/80 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech /Advanced Diploma /Degree in Nature Conservation
ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/81 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/03/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma / B-Tech / Advanced Diploma / Honours Degree / Post Grad Diploma in Public Administration Major subjects: Public Administration /Records Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/82 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/04/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma /B-Tech /Advanced Diploma /Honours Degree /Post Grad Diploma in Environmental Management/ Nature Conservation

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/83 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/05/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma /B-Tech /Advanced Diploma /Honours Degree /Post Grad Diploma in Environmental Science/Management Major subjects: Ecology /Environmental Management /Environmental Science/

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/84 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/06/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : Honours Degree / Post-Grad Diploma in Environmental Sciences Major subjects: Environmental Management /Environmental Science /Research Methodology/ Botany

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/85 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/07/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma /B-Tech /Advanced Diploma /Honours Degree /Post Grad Diploma in Environmental Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/86 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/08/26**

STIPEND : R7 860.50 per month
CENTRE : Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Natural Sciences Major subjects: Botany /Environmental Sciences /Environmental Management/ Microbiology

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/87 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/09/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : Honours Degree / Post-Grad Diploma in Natural Sciences Major subjects: Environmental Management /GIS

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/88 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/10/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Environmental Conservation Science/Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/89 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/11/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Nature Conservation/ Wildlife Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/90 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/12/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Environmental Management/ Environmental Science Major subjects: Ecology /Geography /Environmental Science/ N/A

ENQUIRIES : Thulani Ndlela Tel No: 0123998907 Innocentia Mokoena Tel No: 0123999402 Thandiwe Jim 0123999415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/91 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/13/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech / Advanced Diploma / Degree Bsc Botany and Zoology / Bsc Biodiversity and Conservation / Bsc Geography/ Environmental Science Major subjects: Botany / Zoology / Geography/ Ecology and Conservation

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/92 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/14/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech Advanced Diploma /Degree Natural Science/Environmental Science/ Geology/Heritage/Cultural Studies/Conservation/Environmental Management Major subjects: Conservation /Geology /Geography/Archaeology

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/93 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/B&C/15/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma /B-Tech /Advanced Diploma /Honours Degree /Post Grad Diploma in Nature Conservation / Environmental Science / Environmental Management Major subjects: Ecosystem Management / Botany / Conservation Ecology / Zoology / Plant Studies / Geography/ Animal Studies / Water Resources / Aquatic Ecology

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/94 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FMS/01/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/B-Tech /Advanced Diploma Degree/ Honours Degree / Post Grad Diploma / M-Tech /Master's in Business Administrative/ Supply Chain / Logistics / Public Management Major subjects: Supply Chain Operation / Strategic Management / Supply Chain Relation / Supply Chain Management / Purchasing Management / Research Methodology / Sustainable Supply Chain Management / Strategic Procurement

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/95 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FMS/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/B-Tech /Advanced Diploma /Degree/ Honours Degree /Post Grad Diploma/ M-Tech / Master's Financial Management/Financial Accounting
Major subjects: Financial Management /Cost Accounting /Auditing

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/96 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FMS/03/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Financial Accounting/ Auditing Major subjects: Financial Management /Auditing

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/97 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FMS/04/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Business Administration/Logistics Management/Supply Chain Management Major subjects: Supply Chain Operation /Supply Chain Relation /Purchasing Management/ Sustainable Supply Chain Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/98 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FMS/05/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Finance Major subjects: Accounting

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/99 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FMS/06/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Finance/Accounting/Management Major subjects: Accounting

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/100 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Office Management/ Technology/ Project Management
Major subjects: Office Management and Technology

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/101 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/02/26**

STIPEND : R7 860.50 per month

CENTRE REQUIREMENTS : Pretoria - Environment House
National Diploma/B-Tech /Advanced Diploma /Degree/ Honours Degree /Post Grad Diploma in Environmental Science/ Environmental Management/ Climatology/ Development Studies Major subjects: Geography /Atmospheric Sciences /Chemistry

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/102 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/03/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/B-Tech /Advanced Diploma /Degree/ Honours Degree /Post Grad Diploma in Chemical Engineering/ Process Engineering/ Environmental Engineering Major subjects: Chemistry /Process Engineering

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/103 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/04/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in International Relations / Communications Major subjects: Diplomacy / Communications / International Political Economy / Global Governance

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/104 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/05/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Admin / Public Relations / Communications Major subjects: Accounting.

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/105 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/06/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech/Advanced Diploma / Degree: Biological/Environmental/Physical Science / Developmental Studies Major subjects: Accounting

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/106 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/07/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Environmental Science / Climate Science / Energy Studies / Engineering / Economics Major subjects: Data Analyst /Climate Economics / Sustainability / Environmental Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/107 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/08/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Natural Science/Environmental Science/ Management /Chemical/ Process Engineering Major subjects: Climate Change/Atmospheric Science/Production Process

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/108 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/09/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech/Advanced Diploma/Degree in Chemical Engineering/ Environmental Science Major subjects: Chemical Engineering/ GIS and Remote Sensing

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/109 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/10/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Environmental Management/Botany/ Zoology Major subjects: Biology /Geography / Physics/ Chemistry

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/110 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CCAQ/11/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : Honours Degree / Post Graduate Diploma, BA /BSc in Environmental Sciences/Management Major subjects: Environmental Management /Geography /Zoology

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/111 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/01/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : Honours Degree / Post Grad Diploma in Environmental Science/Management/ Bsc Chemistry/ Environmental Engineering Major subjects: Chemistry/ Chemical/ Environmental Engineering

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/112 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/15/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma / B-Tech/Advanced Diploma/ Degree in Environmental Science / Management / Health/ Natural Science / Geography / Waste Management Major subjects: Waste Management/Environmental Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/113 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/02/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech/Advanced Diploma/ Degree Major subjects: Environmental Science /Environmental Management/Waste Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/114 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/03/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech/Advanced Diploma/ Degree in Public Administration/ Public Management, Office Administration, Business Management or equivalent qualification Major subjects: Public Management /Public Administration /Logistics and Procurement/ Human Resource Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/115 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/04/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech/Advanced Diploma/ Degree in Public Administration/ Public Management/ Office Management Major subjects: Public Administration /Public Management and Economics

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/116 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/05/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech/Advanced Diploma/ Degree Business Administration Major subjects: Business Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/117 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/06/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : Honours Degree / Post Grad Diploma/ M-Tech / Master's/ Doctorate/ Phd Major subjects: Geohydrology /Environmental Science /Soil Science/ Natural Science

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/118 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/07/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech/Advanced Diploma/ Degree in Environmental Sciences/Management/ Geography/ Natural Sciences/ Waste Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/119 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/08/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech/Advanced Diploma/ Degree in Environmental Sciences/ Environmental Management/ Waste Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/120 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/09/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech/Advanced Diploma/ Degree in Public Administration/ Public Management/ Office Management Major subjects: Public Administration Management /Economics

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/121 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/10/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech/Advanced Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Business Management Major subjects: Public Administration Management, Logistics & Procurement /Public Finance/ Information Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/122 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/11/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : Honours Degree / Post Grad Diploma/ M-Tech / Masters Major subjects: Geohydrology /Environmental Sciences /Soil Sciences/ Natural Sciences

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/123 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/12/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech/Advanced Diploma/ Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Masters Bsc Degree/ Environmental Management/ Environmental Sciences Major subjects: Microbiology/Ecology/ Geology /Chemistry/ Environmental Assessment Monitoring/ Hydrology /Biochemistry/ Environmental Modelling/ Earth Science/ Biotechnology/ Environmental Management Systems/ Environmental & Resource Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/124 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/13/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech/Advanced Diploma/ Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Masters/ Major subjects: Pollution & Waste Management /Environmental Chemistry /Environmental Law/ Ecology & Resource Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/125 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/CWM/14/26**

STIPEND : R7 860.50 per month
CENTRE : Environment House
REQUIREMENTS : National Diploma/ B-Tech/Advanced Diploma/ Degree in Business Administration Major subjects: Business Management/ Organisational Development /Project Management /Business Administration

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/126 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Environment House
REQUIREMENTS : National Diploma in Forestry Management/ Social Forestry Major subjects: Social Forestry Management /Silviculture /Fire Management/ Community Engagement

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/127 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria – 110 Hamilton
REQUIREMENTS : National Diploma in Public Administration/ Business Administration Major subjects: Public Office Management /Public Supply Chain Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/128 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/03/26**

STIPEND : R7 860.50 per month
CENTRE : Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Forestry Major subjects: Silviculture /Economics /Ecology/ Forestry Policy

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/129 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/04/26**

STIPEND : R7 860.50 per month
CENTRE : Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Fire Management Major subjects: Fire Management /Disaster Risk Management /Forestry/Agriculture/ Environmental Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/130 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/05/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Cartography/ GIS/ Environmental Sciences/ GIS Remote Sensing Major subjects: Geography Courses with Cartography/GIS /Remote Sensing/ Spatial Patterns & Themes in Mapping

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/131 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/06/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Public Administration/ Public Management Major subjects: Public Supply Chain Management /Public Finance /Public Service Delivery/ Public Resources Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/132 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/07/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Forestry/ Conservation/ LLB Major subjects: Botany/ Environment/ Forestry Management /Forest Management/ Conservation/ Criminal Law /Fire Management/ Conservation

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/133 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/08/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Forestry Major subjects: Forestry Management /Veld Fire Management /Botany/ Environmental Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/134 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/09/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma in Forestry and Wood Technology/ Business Management Major subjects: Forest Management/Timber Processing /Business Management/Admin/Economics

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/135 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/10/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Forestry Major subjects: Silviculture /Environmental Management /Forestry Policy/ Economics, Ecology, and Statistics

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/136 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/11/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environmental House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post-Grad Diploma Forestry Major subjects: Forest Science Subjects /Forestry/ Conservation Science Related

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/137 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/12/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree Forestry Major subjects: Forest Management /Silviculture /Forest Protection

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/138 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/13/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Forestry Major subjects: Fire Management / Forestry Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/139 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/14/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma in Public Admin or Management Major subjects: Office Administration /Business Management /Financial Accounting

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/140 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FOM/15/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Forestry Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Public Management/Office Management Major subjects: Public Administration /Office Administration /Computer Literacy/ Business Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/141 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FIM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - 110 Hamilton
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Zoology / Environmental Science Major subjects: Zoology /Biology

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/142 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/FIM/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environmental House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Major subjects: Agricultural Economics /Agribusiness /Economics/ Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/143 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/OC/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environmental House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Town and Regional Planning Major subjects: Urban Design /Environmental Management /GIS

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/144 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/OC/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Town and Regional Planning Major subjects: Urban Design /Environmental Management /GIS

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/145 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Language Practice Or Related Qualification Major subjects: Translation

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/146 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Public Administration/ Public Management or Business Administration/ B Major subjects: Public Administration /Management/Business Management /Finance and Supply Chain Management/ Public Information and Communication Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/147 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/03/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Public Management/ Administration and Government Major subjects: Public Administration /Public Policy /Finance/ Project Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/148 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/04/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Internal Audit Major subjects: Internal Auditing /Accounting /Risk Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/149 : **INTERNSHIP PROGRAMME 2026 REF NO:GP/ODG/05/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Internal Audit Major subjects: Internal Auditing /Accounting /Risk Management T

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/150 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/06/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Administration Major subjects: Office Administration /Communication Skills /Computer Skills/ Business Etiquette and Office Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/151 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/07/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Risk Management Major subjects: Risk Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/152 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/08/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Language Practice Major subjects: Translation

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/153 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/09/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Public Administration/ Public Management / Business Administration Major subjects: Public Administration /Management/ Business Management /Finance and Supply Chain Management/ Public Information and Communication Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/154 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/10/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Auditing/ Risk/ Law/ Accounting/Forensic Investigation Major subjects: Auditing /Accounting /Criminal Law/ Forensic Law

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/155 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/11/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma Risk Management/ Business Admin/ Financial Management Major subjects: Business Admin /Risk Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/156 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/ODG/12/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree, B.A. in Public Management/ Administration Major subjects: Public Administration /Public Policy /Finance/ Project Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/157 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech / Advanced Diploma / Degree LLB Major subjects: Admin Law /Civil Procedure /Criminal Procedure/ Envir Law.

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/158 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/02/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech / Advanced Diploma / Degree LLB Major subjects: Company Law /Admin Law /Contract Law/ Corporate Law

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/159 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/03/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree Nature Conservation/ Environmental Management / Science Major subjects: Conservation /Ecological Management / Biological Science

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/160 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/04/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Master's Natural Environmental Sciences Major subjects: Nature Conservation /Environmental Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/161 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/06/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Environmental Sciences/ Environmental/ Development Studies Major subjects: Geography /Life Sciences (Biological Sciences, Botany, Zoology) /Education for Sustainable Development/ Natural Resource Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/162 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/07/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma in Nature Conservation/ Environmental Management Major subjects: Ecology /Resource Management /Animal Studies/ Plant Studies

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/163 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/08/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Nature Conservation/ Environmental Sciences/ Biological Sciences/ Botany/ Biology/ Ecology/ Environmental Sciences/ Horticulture Or

Zoology Major subjects: Botany/ Biology/ Ecology/ Environmental Sciences/ Horticulture or Zoology

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/164 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/09/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree Knowledge Management/ Information Management/ Information Science/ Data Management Major subjects: Knowledge Management /Information Management /Science Data Management/ Analysis Info Management Systems

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/165 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/10/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma in Management Assist/ Policing Major subjects: Office Practice /Computer Practice /Communication/ Supply Chain Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/166 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/11/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Master's Environmental Sciences Major subjects: Environmental Management /Ecotoxicology /Environmental Science/ Geohydrology/ Air Quality

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/167 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/12/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Masters Environment Sciences Major subjects: Environmental Management /Ecotoxicology /Env Geohydrology/ Air Quality

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/168 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/13/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B Degree in Geography

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/169 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/14/26**

STIPEND : R7 860.50 per month

CENTRE : Pretoria - Environment House

REQUIREMENTS : B Degree in Physics

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/170 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/15/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B Degree in Chemistry
ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/171 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/16/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B Degree in Environmental Science
ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/172 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/17/26**

STIPEND : R7 860.50 per month
CENTRE : Environment House
REQUIREMENTS : B Degree in Social Studies
ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/173 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/RCSM/18/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ Btech/ B Degree/ M Tech Financial Management/ Project Management/ Business Administration Major subjects: Financial/ Human Resources/ Project Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/174 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Management / Administration Major subjects: Public Finance /Office Management /Administration

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/175 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/02/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Management/ Public Administration Major subjects: Public Finance / Office Management / Office Administration

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/176 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/03/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Nature Conservation/ Project Management/ GIS Major subjects: Geography /Ecology /Environmental Management/ Project Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/177 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/04/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post-Grad Diploma in Human Resources Development Major subjects: Management of Training /Public Management /Youth Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/178 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/05/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Human Resources Management/ Management of Training/ Human Resources Development/ Public Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/179 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/06/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Human Resources Management/ Management Of Training/ Human Resources Development/ Public Management/ Administration

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/180 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/07/26**

STIPEND : R7 860.50 per month
CENTRE : Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Human Resources Management/ Management of Training/ Human Resources Development/ Public Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/181 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/08/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Human Resources Management/ Human Resources Development/ Youth Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/182 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/09/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Human Resources Management/ Human Resources Development/ Youth Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/183 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/10/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Natural Resource Management/ Environmental Studies
Major subjects: Sustainable Development /Project Management /GIS

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/184 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/11/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Project Management/ Youth Development/ Human Resource Management/ Public Administration Major subjects: Project Management /Youth Development /HRD/ Public Admin

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/185 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/12/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Environmental Management/ Environmental Science/ GIS Major subjects: Environmental Management /Environmental Science /Wetlands/ GIS

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/186 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/13/26**

STIPEND : R7 860.50 per month
CENTRE : Pretoria - Environment House
REQUIREMENTS : National Diploma in Public Administration/Management/ Office Management Major subjects: Public Procurement /Project Management /Public Finance/ Office Administration

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/187 : **INTERNSHIP PROGRAMME 2026 REF NO: GP/EP/14/26**

STIPEND : R7 860.50 per month
CENTRE : Environmental House
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree Project Management Major subjects: Project Risk Management/ Project Quality Management /Project Accounting/ Resource Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/188 : **INTERNSHIP PROGRAMME 2026 REF NO: KZN/B&C/01/26**

STIPEND : R7 860.50 per month
CENTRE : Kwezela State Forest
REQUIREMENTS : National Diploma in Nature Conservation Major subjects: Plant Studies /Animal Studies

ENQUIRIES : Kgomoetso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : KZN-B&C-26@dffe.gov.za

POST 08/189 : **INTERNSHIP PROGRAMME 2026 REF NO: KZN/B&C/02/26**

STIPEND : R7 860.50 per month
CENTRE : Futululu Forest Management Unit
REQUIREMENTS : Honours Degree / Post Grad Diploma in Environmental Management/ Nature Conservation/Forestry Major subjects: Environmental Management/ Plant and Animal Studies / Forest Management/ Resource Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : KZN-B&C-26@dffe.gov.za

POST 08/190 : **INTERNSHIP PROGRAMME 2026 REF NO: KZN/FOM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Pietermaritzburg
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Master's Forestry, Environmental Science/ Ecology Major subjects: Geographic Information System /Tree Identification /

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : KZN-FOM-26@dffe.gov.za

POST 08/191 : **INTERNSHIP PROGRAMME 2026 REF NO: KZN/EP/01/26**

STIPEND : R7 860.50 per month
CENTRE : KwaZulu Natal Regional Office
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Public Management/ Administration Major subjects: Financial Management /Human Resource Development /Human Resource Management/ Public Relations & Communications

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : KZN-EP-26@dffe.gov.za

POST 08/192 : **INTERNSHIP PROGRAMME 2026 REF NO: KZN/EP/02/26**

STIPEND : R7 860.50 per month
CENTRE : Midmar Dam
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Natural Science Major subjects: Environmental Science /Environmental Management/Ecology/ Entomology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : KZN-EP-26@dffe.gov.za

POST 08/193 : **INTERNSHIP PROGRAMME 2026 REF NO: KZN/EP/03/26**

STIPEND : R7 860.50 per month
CENTRE : KZN Midmar
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Environmental Science Major subjects: Environmental Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : KZN-EP-26@dffe.gov.za

POST 08/194 : **INTERNSHIP PROGRAMME 2026 REF NO: KZN/EP/04/26**

STIPEND : R7 860.50 per month
CENTRE : Midmar
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Environmental Management Major subjects: GIS

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : KZN-EP-26@dffe.gov.za

POST 08/195 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/B&C/01/26**

STIPEND : R7 860.50 per month
CENTRE : Limpopo And Mpumalanga

REQUIREMENTS : National Diploma in Environmental Science/Management Studies/Forestry/
Nature Conservation Major subjects: Ecology /GIS /Forestry/ Project
Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399
9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/196 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/FOM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Makhado
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Forest Management
/Forest Engineering/ Fire Protection

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399
9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/197 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/FOM/02/26**

STIPEND : R7 860.50 per month
CENTRE : Moddervlei Plantation
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Forest Management
/Forest Engineering/ Fire Protection

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399
9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/198 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/FOM/03/26**

STIPEND : R7 860.50 per month
CENTRE : Phiphidi Plantation
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Forest Management
/Forest Engineering/ Fire Protection

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399
9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/199 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/FOM/04/26**

STIPEND : R7 860.50 per month
CENTRE : Voorspoed Plantation
REQUIREMENTS : National Diploma in Forestry Major subjects: Silviculture /Forest Management
/Forest Engineering/ Fire Protection

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399
9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/200 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/EP/01/26**

STIPEND : R7 860.50 per month
CENTRE : Waterberg
REQUIREMENTS : National Diploma in Project Management Major subjects: English /Sepedi
/Computer Literacy/ Business Administration

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399
9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/201 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/EP/02/26**

STIPEND : R7 860.50 per month
CENTRE : Makhado
REQUIREMENTS : Honours Degree / Post-Grad Diploma in Training and Development Major
subjects: Human Resource /Business Admin /Social Science/ Human
Resource Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399
9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/202 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/EP/03/26**

STIPEND : R7 860.50 per month
CENTRE : Polokwane Office
REQUIREMENTS : National Diploma Training and Development Major subjects: Human Resource Management /Social Development /Safety Training/ Education

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/203 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/EP/04/26**

STIPEND : R7 860.50 per month
CENTRE : Polokwane
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Training and Development Major subjects: Human Resource /Business Admin /Social Science

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/204 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/EP/05/26**

STIPEND : R7 860.50 per month
CENTRE : Polokwane Regional Office
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Project Management Major subjects: Project Management /Construction Management /Risk Management/ Quality Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/205 : **INTERNSHIP PROGRAMME 2026 REF NO: LP/EP/06/26**

STIPEND : R7 860.50 per month
CENTRE : Polokwane Regional Office
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree Project Management/ Human Resources Development/ Management Of Training/ Safety Management Major subjects: Project Management / Safety Management /Management of Training/ Risk Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/206 : **INTERNSHIP PROGRAMME 2026 REF NO: MP/FOM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Nelspruit
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Forestry Major subjects: Forest Ecology /Agroforestry /Community Forestry/ Forest Conservation

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/207 : **INTERNSHIP PROGRAMME 2026 REF NO: MP/EP/01/26**

STIPEND : R7 860.50 per month
CENTRE : Nelspruit
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Civil Engineering / Environmental Management/ Project Management/ Construction Management Major subjects: Construction Management / Quality Management /Structural Analysis/ Financial Management /Environmental Engineering/ Risk Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/208 : **INTERNSHIP PROGRAMME 2026 REF NO: MP/EP/02/26**

STIPEND : R7 860.50 per month
CENTRE : Nelspruit
REQUIREMENTS : National Diploma in Human Resource Management Major subjects: Personal Management /Business Management /Training and Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/209 : **INTERNSHIP PROGRAMME 2026 REF NO: MP/EP/03/26**

STIPEND : R7 860.50 per month
CENTRE : Nelspruit
REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Master's Environment Science/ Project Management/MPhil Environmental Management Major subjects: Environmental Law /Environmental Economics

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/210 : **INTERNSHIP PROGRAMME 2026 REF NO: MP/EP/04/26**

STIPEND : R7 860.50 per month
CENTRE : Nelspruit
REQUIREMENTS : National Diploma in Human Resource Management/ Business Management Major subjects: Personnel Management / Management of Training

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/211 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/FOM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Upington Office
REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ M-Tech / Master's in Forest Science/ Environmental Science/ Management, or GIS Major subjects: Silviculture/ Environmental Monitoring and Impact Assessments /Forest Botany/ Climate Change /Forest Resource Assessment and Valuation/ Biodiversity Conservation/ GIS/ Env Law

ENQUIRIES : Kgomoetso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : NC-FOM-26@dffe.gov.za

POST 08/212 : **INTERNSHIP PROGRAMME 2026 REF NO: NW/EP/01/26**

STIPEND : R7 860.50 per month
CENTRE : Brits
REQUIREMENTS : National Diploma in Environmental Science/ Forestry/ Natural Resource Management/ Geomatics

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/213 : **INTERNSHIP PROGRAMME 2026 REF NO: NW/EP/02/26**

STIPEND : R7 860.50 per month
CENTRE : Mahikeng
REQUIREMENTS : National Diploma in Public Management Major subjects: Public Management /Public Finance /Human Resource Management

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/214 : **INTERNSHIP PROGRAMME 2026 REF NO: NW/EP/03/26**

STIPEND : R7 860.50 per month

CENTRE : Brits North West

REQUIREMENTS : National Diploma/ Btech/ B Degree in Public Administration Major subjects: Public Admin/ Finance

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907, Innocentia Mokoena Tel No: (012) 399 9402, Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipInland@dffe.gov.za

POST 08/215 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/FOM/02/26**

STIPEND : R7 860.50 per month

CENTRE : Kimberley

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Forestry / Conservation / Env Man / Env Sci / Biological Science Major subjects: Forestry Management /Botany /Conservation/ Biology

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndelela at (066) 081 9862

APPLICATIONS : NC-FOM-26@dffe.gov.za

POST 08/216 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/FOM/03/26**

STIPEND : R7 860.50 per month

CENTRE : Upington

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Forestry / Conservation / Env Man / Env Sci / Biological Science Major subjects: Forestry Management /Botany /Conservation/ Biology

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndelela at (066) 081 9862

APPLICATIONS : NC-FOM-26@dffe.gov.za

POST 08/217 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/EP/01/26**

STIPEND : R7 860.50 per month

CENTRE : Upington

REQUIREMENTS : National Diploma in Environmental Management Major subjects: Environmental /GIS

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndelela at (066) 081 9862

APPLICATIONS : NC-EP-26@dffe.gov.za

POST 08/218 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/EP/02/26**

STIPEND : R7 860.50 per month

CENTRE : Springbok

REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Environmental Management Major subjects: Environmental /GIS

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndelela at (066) 081 9862

APPLICATIONS : NC-EP-26@dffe.gov.za

POST 08/219 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/EP/03/26**

STIPEND : R7 860.50 per month

CENTRE : Kimberley

REQUIREMENTS : Honours Degree / Post-Grad Diploma in Environmental Management Major subjects: Environmental /GIS

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndelela at (066) 081 9862

APPLICATIONS : NC-EP-26@dffe.gov.za

POST 08/220 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/EP/04/26**

STIPEND : R7 860.50 per month

CENTRE : Northern Cape Regional Office

REQUIREMENTS : National Diploma/B-Tech / Advanced Diploma / Degree in Environmental Management / Development Studies / Business Management Major subjects: Environmental Management / Development Management / Project Management/ Computer Practice

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : NC-EP-26@dffe.gov.za

POST 08/221 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/EP/05/26**

STIPEND : R7 860.50 per month
CENTRE : Uppington
REQUIREMENTS : National Diploma in Business Management Major subjects: Business Administration

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : NC-EP-26@dffe.gov.za

POST 08/222 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/EP/06/26**

STIPEND : R7 860.50 per month
CENTRE : Springbok
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Business Management Major subjects: Business Administration

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : NC-EP-26@dffe.gov.za

POST 08/223 : **INTERNSHIP PROGRAMME 2026 REF NO: NC/EP/07/26**

STIPEND : R7 860.50 per month
CENTRE : Kimberley
REQUIREMENTS : Honours Degree / Post-Grad Diploma in Business Management Major subjects: Business Administration

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : NC-EP-26@dffe.gov.za

POST 08/224 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/01/26**

STIPEND : R7 860.50 per month
CENTRE : Cape Town
REQUIREMENTS : National Diploma in Information Technology/ Computer Science Major subjects: Software Development

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/225 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/01/26**

STIPEND : R7 860.50 per month
CENTRE : Cape Town
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Information Technology/ Computer Science Major subjects: Software Development

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/226 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/02/26**

STIPEND : R7 860.50 per month
CENTRE : Cape Town - Foretrust Building
REQUIREMENTS : National Diploma in Information Technology / Computer Systems Major subjects: Software Development

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/227 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/03/26**

STIPEND : R7 860.50 per month
CENTRE : Cape Town office

REQUIREMENTS : National Diploma in Human Resource Management Major subjects: Labour Relations /Labour Law /Personnel Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/228 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/04/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town - Foretrust Building

REQUIREMENTS : National Diploma in Human Resource Management Major subjects: Human Resource Management /Labour Relations /Human Resource Development/Business Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/229 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/04/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town - Foretrust Building

REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Industrial Psychology Major subjects: Management of Training /Strategic Management /Industrial Psychology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/230 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/04/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : Honours Degree / Post-Grad Diploma Human Resource Management Major subjects: Human Resource Management /Labour Relations /Human Resource Development/Business Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/231 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/05/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Human Resource Management Major subjects: Personnel Psychology /Organisational Psychology /Human Resource Management/ Strategic Human Resource Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/232 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CMS/05/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Industrial Psychology Major subjects: Personnel Psychology /Organisational Psychology /Human Resource Management/ Strategic Human Resource Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CMS-26@dffe.gov.za

POST 08/233 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FMS/01/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town - Strand Street

REQUIREMENTS : National Diploma in Supply Chain Management / Commerce Major subjects: Procurement /Public Finance /Accounting

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FMS-26@dffe.gov.za

POST 08/234 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/CWM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Grabouw
REQUIREMENTS : National Diploma in Public Administration/Management Major subjects: Public Supply Chain Management/Public Finance /Public Service Delivery Public Resource Management

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-CWM-26@dffe.gov.za

POST 08/235 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FOM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Cape Town - Bellville
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Forestry Major subjects: Forestry /Community Development

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FOM-26@dffe.gov.za

POST 08/236 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FOM/02/26**

STIPEND : R7 860.50 per month
CENTRE : Knysna
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Masters Forestry Major subjects: Silviculture /Harvesting and Forestry Management /Forest Enumeration/ Botany

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FOM-26@dffe.gov.za

POST 08/237 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FOM/03/26**

STIPEND : R7 860.50 per month
CENTRE : Kluitjieskraal
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Forestry Major subjects: Forest Management /Silviculture /Forest Protection

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FOM-26@dffe.gov.za

POST 08/238 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/01/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Natural Science Major subjects: Aquaculture /Ichthyology /Zoology/ Freshwater Ecology

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/239 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/02/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Public Management Major subjects: Research /Policy /Project Management

ENQUIRIES : Kgomoitso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/240 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/03/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Public Administration / Office Management Major subjects: Information Administration /Business Administration /Finance

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/241 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/04/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Environmental Management / Natural And Social Sciences / Natural Resource Management Major subjects: Social Ecology /Natural Resource Management /Conservation Business Admin/ Sustainable Development

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/242 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/05/26**

STIPEND : R7 860.50 per month

CENTRE : Sea Point Aquarium

REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post-Grad Diploma in Aquaculture Major subjects: Aquaculture /Biological Science /Molecular Biology/ Genetics

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/243 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/06/26**

STIPEND : R7 860.50 per month

CENTRE : Aquarium

REQUIREMENTS : National Diploma Major subjects: Environmental Science /Environmental Management /Environmental Law Marine Science

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/244 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/07/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : Honours Degree / Post-Grad Diploma in Supply Chain Management / Accounting Major subjects: Public Procurement /Public Accounting /Public Admin/ Public Legislation

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/245 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/08/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : National Diploma in Public Management Major subjects: Administration/Project Management /Data Management/ Office Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/246 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/09/26**

STIPEND : R7 860.50 per month

CENTRE : Aquarium

REQUIREMENTS : B-Tech / Advanced Diploma / Degree Major subjects: Botany /Zoology /Chemistry/ Microbiology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/247 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/10/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Marine Science/ Aquaculture / Ichthyology Major subjects: Marine Aquaculture /Aquaculture /Fisheries Science

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/248 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/11/26**

STIPEND : R7 860.50 per month
CENTRE : Aquarium
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Animal Health / Agric Animal Science

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/249 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/12/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : B-Tech / Advanced Diploma / Degree Zoology / Environmental Science / Natural Science / Marine Biology Major subjects: Zoology /Marine Biology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/250 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/FIM/13/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : National Diploma in Marine Science /Oceanography Major subjects: Marine Science /Ecology /Oceanography/ Marine Biology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-FIM-26@dffe.gov.za

POST 08/251 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/01/26**

STIPEND : R7 860.50 per month
CENTRE : Foreshore Building
REQUIREMENTS : Honours Degree / Post Grad Diploma/ M-Tech / Master's Zoology, Marine Biology, Statistical Ecology Major subjects: Zoology /Statistics /Ecology/Dissertation-Based

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/252 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/02/26**

STIPEND : R7 860.50 per month
CENTRE : Waterfront Offices
REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Master's Marine Science/ Ocean and Atmosphere Science / Physical Oceanography/ Operational Oceanography Major subjects: Physical Oceanography with Focus on Hydrodynamic Modelling, Satellite Remote Sensing and In Situ Observations

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/253 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/03/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Major subjects: Nature Conservation /Biology /Zoology/ Ecophysiology

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/254 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/04/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Masters Major subjects: Marine Science/Biology/ Genetics /Biochemistry/ Marine Biology /Biology/ Zoology

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/255 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/05/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : Honours Degree / Post-Grad Diploma in Biological Science/ Marine Science Major subjects: Estuarine /Freshwater /Marine Ecology

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/256 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/06/26**

STIPEND : R7,860.50 per month
CENTRE : Waterfront Offices
REQUIREMENTS : Honours Degree / Post-Grad Diploma Major subjects: Marine Biology /Zoology

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/257 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/07/26**

STIPEND : R7 860.50 per month
CENTRE : Waterfront Offices
REQUIREMENTS : National Diploma in Project Management Major subjects: Strategic Project Management /Managing Project Scope /The Project Management Process/ Managing Project Communications and Procurement

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/258 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/07/26**

STIPEND : R7 860.50 per month
CENTRE : Waterfront Offices
REQUIREMENTS : Honours Degree / Post-Grad Diploma in Project Management Major subjects: Project Cost and Finance/Project Stakeholders, /Manage Project Execution and Control/ Managing Project Procurement and Contracts

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/259 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/08/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Nature Conservation/ Marine Science Major subjects: Life Science /Physical Science /Mathematics

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dfpe.gov.za

POST 08/260 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/09/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Major subjects: Marine Biology/Biology /Zoology/ Ichthyology/ Similar

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dfpe.gov.za

POST 08/261 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/10/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : Honours Degree / Post Grad Diploma/ M-Tech / Masters Major subjects: Oceanography / Atmospheric Science /Physics /Computer Science/ Data Science

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dfpe.gov.za

POST 08/262 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/11/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : Honours Degree / Post Grad Diploma/ M-Tech / Master's Zoology, Marine Biology, Statistical Ecology Major subjects: Zoology /Statistics /Ecology/Dissertation-Based

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dfpe.gov.za

POST 08/263 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/12/26**

STIPEND : R7 860.50 per month

CENTRE : Waterfront Offices

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Environmental Science/ Management, Nature Conservation Major subjects: Zoology /Marine Science /Environmental Law

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dfpe.gov.za

POST 08/264 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/13/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Masters Major subjects: Marine/ Oceanography /Natural/ Environmental Science /Zoology/ Marine Science

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dfpe.gov.za

POST 08/265 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/14/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma in Biological Science/ Marine Science Major subjects: Rocky Shore Ecology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/266 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/15/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : Honours Degree / Post Grad Diploma/ M-Tech / Master's Zoology, Marine Biology, Statistical Ecology Major subjects: Zoology /Statistics /Ecology/Dissertation-Based

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/267 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/16/26**

STIPEND : R7 860.50 per month
CENTRE : Foreshore
REQUIREMENTS : Honours Degree / Post Grad Diploma/ M-Tech / Master's Life Science/ Natural Science Major subjects: Ecology /Nature Conservation /GIS/ Zoology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/268 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/17/26**

STIPEND : R7 860.50 per month
CENTRE : Waterfront Offices
REQUIREMENTS : B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma/ M-Tech / Master's Marine Science/ Ocean and Atmosphere Science / Physical Oceanography/ Operational Oceanography Major subjects: Physical Oceanography with Focus on Hydrodynamic Modelling, Satellite Remote Sensing and in Situ Observations

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/269 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/OC/18/26**

STIPEND : R7 860.50 per month
CENTRE : Waterfront Offices
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Environmental Management/ Nature Conservation/ Environmental Science/ Sustainable Development Major subjects: Environmental Principles/ Environmental Systems /Pollution Control/ Research Methods /Environmental Law/ Environmental Policy/ Waste Management/ Advanced Climate Science

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-OC-26@dffe.gov.za

POST 08/270 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/ODG/01/26**

STIPEND : R7 860.50 per month
CENTRE : Parliament
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Public Administration/ Public Management, or Business Administration/ Bachelor of Arts in Government, Administration and Development Major subjects: Public Administration /Management/Business Management /Finance and Supply Chain Management/ Public Information and Communication Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066) 081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-ODG-26@dffe.gov.za

POST 08/271 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/ODG/02/26**

STIPEND : R7 860.50 per month
CENTRE : Foretrust Building
REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree in Internal Audit Major subjects: Internal Audit /Accounting /Risk Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-ODG-26@dffe.gov.za

POST 08/272 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/ODG/03/26**

STIPEND : R7 860.50 per month

CENTRE : Foretrust Building

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Risk Management, Internal Audit, Law, Forensic Investigation or Similar Field Major subjects: Risk Management /Internal Audit /Law/ Forensic Investigation

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-ODG-26@dffe.gov.za

POST 08/273 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/RCSM/01/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town

REQUIREMENTS : Honours Degree / Post-Grad Diploma in Environmental Science Major subjects: Environmental Law /Integrated Environmental Management

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-RCSM-26@dffe.gov.za

POST 08/274 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/RCSM/02/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town

REQUIREMENTS : B-Tech / Advanced Diploma / Degree, LLB/ BA Law/ Bcom Law Major subjects: Company Law /Admin Law /Contract Law/ Corporate Law

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-RCSM-26@dffe.gov.za

POST 08/275 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/RCSM/03/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town

REQUIREMENTS : B-Tech / Advanced Diploma / Degree, LLB/BA Law/Bcom Law Major subjects: Environmental Law

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-RCSM-26@dffe.gov.za

POST 08/276 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/RCSM/04/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town

REQUIREMENTS : National Diploma/ B-Tech / Advanced Diploma / Degree/ Honours Degree / Post Grad Diploma Nature Conservation/ Environmental/Biological Science / Botany/ Ecology/ Biology/ Environmental Science Major subjects: Botany /Zoology /Ecology/ Entomology

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-RCSM-26@dffe.gov.za

POST 08/277 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/EP/01/26**

STIPEND : R7 860.50 per month

CENTRE : Cape Town Office

REQUIREMENTS : Honours Degree / Post Grad Diploma in Environmental Management/ Toxicology/ Pesticides/ Chemicals Major subjects: Botany /Ecology / Chemistry/ Nature-Based Solutions

ENQUIRIES : Kgomotso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-EP-26@dffe.gov.za

POST 08/278 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/EP/02/26**

STIPEND : R7 860.50 per month
CENTRE : Cape Town - 14 Loop Street
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Environmental Studies Major subjects: Environmental Economics /Environmental Management /Sustainable Development/ GIS

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-EP-26@dffe.gov.za

POST 08/279 : **INTERNSHIP PROGRAMME 2026 REF NO: WC/EP/03/26**

STIPEND : R7 860.50 per month
CENTRE : Cape Town Office
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Public Management / Administration Major subjects: Financial Management /Human Resource Development /Human Resource Management/ Public Relations & Communications

ENQUIRIES : Kgomo tso Moela at (081) 492 5570 or Ms Neliswa Magwala at (066)081 9858 or Mr Sonwabo Ndlela at (066) 081 9862

APPLICATIONS : WC-EP-26@dffe.gov.za

POST 08/280 : **INTERNSHIP PROGRAMME 2026 REF NO: NW/EP/04/26**

STIPEND : R7 860.50 per month
CENTRE : North-West Brits
REQUIREMENTS : B-Tech / Advanced Diploma / Degree in Development Studies Major subjects: Rural Development /Urban Development /Social Development

ENQUIRIES : Thulani Ndlela Tel No: (012) 399 8907 Innocentia Mokoena Tel No: (012) 399 9402 Thandiwe Jim Tel No: (012) 399 9415

APPLICATIONS : InternshipCoastal@dffe.gov.za

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the [GTAC eRecruitment website](https://erecruitment.gtac.gov.za/erecruitment/)
- CLOSING DATE** : 20 March 2026 at 12h00 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. 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. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 08/281** : **ASSISTANT DIRECTOR: PROJECT SUPPORT (MUNICIPAL FINANCE IMPROVEMENT PROGRAMME) REF NO: G01/2026**
Term: Subject to assumption of duty date contract end 30 June 2027 (Fixed-Term Contract)
- SALARY CENTRE REQUIREMENTS** : R468 459 – R551 823 per annum (Level 09), Plus 37% in lieu of benefits
: Pretoria
: A Degree (NQF level 7) in Project Management and / or Project Administration. At least 2-3 years' experience in Project Management or Project Administration preferably in the public sector. Must be able to function well in a multidisciplinary team with varying priorities. Function well under pressure in a relatively unstructured environment. Good knowledge of MS Office, e.g. Word, Excel, MS Project and PowerPoint is important. Good comfort level using computer programs and other applications associated with computers (MS Office, Internet, email). Competencies Required: Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating and managing projects and resources including monitoring and inspecting costs, work, and contractor performance. Legislative Knowledge: Knowledge of Treasury legislation, specifically the MFMA and PFMA, and regulations and GTAC policies pertaining to public service projects management and reporting. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Competencies required: Client Service Orientation: implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how

to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience.

DUTIES

: To provide project administrative and coordination support to MFIP Project Managers and Technical Advisors. MFIP Projects Establishment Support: Assist with the preparation and administration of project Memorandum of Understanding (MOU's) letters. Assist with the lodging and registration of MFIP projects on the GTAC project register including the capturing of project details, project number and budget codes. Set up project document libraries for the recording and/or uploading and filing and maintenance of project agreements and contracts information and documentation including: project charter and client MoA. Project approvals, and joint authority and decision-making arrangements, project member roles, functions, accountabilities and responsibilities. project schedule, deliverables and timelines, and measurement criteria, project risk management plans and any risk mitigation actions and/or project adjustments and project reports. Update, maintain and circulate project contact lists as required. MFIP Projects Governance Administration: Disseminate MFIP project management guidelines templates, methods, practices and approaches as requested. Monitor and report on compliance to report governance standards and controls. Implement and maintain version control procedures on all project reports and documentation. Conduct and report on quality checks of project document filing plan and tracking system data. Assist with the preparation and supply of project documents for auditing purposes, MFIP projects meetings, travel and correspondence administration: Provide secretarial and administrative support to project meetings and workshops including: drafting agendas, distributing and confirming invitations, collecting and circulating meeting packs, booking venues and organising equipment and catering as required, taking, distributing and filing minutes. Organise and administer project-related travel arrangements and requirements (local and international). Assist LTAs with the compilation, filing, faxing, copying and binding of documents as requested including, inter alia, tender dossiers, work plans, slide presentations and spread sheets. Assist with the drafting of submissions and preparation of project information and documents as requested. Acknowledge receipt, circulate and administer project correspondence including letters of request. Assist with the obtaining processing and sign-offs of project submissions and documents. Disseminate project information on behalf of project managers, ensuring that all project team members are informed of all project developments. MFIP Projects Information Management and Reporting: Administer the project Tracking System including the registration of projects and financial information and updating of progress. Collect, compile, process and file project progress reports and documentation and related information. Check, record and compile project performance and compliance reports. Provide project statistics for management and technical meetings. Submit project reports and learnings to MFIP Knowledge Management. MFIP LTA Contracts administration: Facilitate receipt of LTA time sheets and invoices and administer the checking, verification and submission thereof for payment. Assist with the preparation of statistics from LTA time sheets and monthly reports for project meetings. Assist with the resolution of LTA contractual issues. Administer the LTA contracts database including filing, tracking, maintenance and updating of contracts as required. Client Liaison: Interface with client departments as first level support, ensure clients' needs are addressed. Document client information for tracking purposes. MFIP LTA panel and contracts administration: Assist with the maintenance and refreshment of the MFIP technical advisor panel.

ENQUIRIES

: Kaizer Malakoane at (066) 250 7072 or kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is a merit-based and equal opportunity employer. It is our intention to appoint excellent candidates whilst harnessing the power of diversity. People with Disabilities, Youth, unemployed Graduates and Woman are encouraged to apply. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors with the highest levels of professionalism and integrity, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The Department of Home Affairs subscribes to the provisions of the Protection of Personal Information Act (Act 4 of 2013). As such, the Department will use the personal information provided by Applicants for recruitment purposes in reference to posts applied for. This information may be retained for audit purposes. The Department undertakes to protect the confidentiality of all personal information provided, and will not disclose such to any unauthorised person, except where it is legally compelled to do so or it is necessary in furthering recruitment purposes. The submission of an application (including any additional / supporting information), is considered as an Applicant's consent hereto.



<u>CLOSING DATE</u>	:	20 March 2026
<u>NOTE</u>	:	Applications must be submitted online at https://erecruitment.dha.gov.za sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za , citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. 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. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

MANAGEMENT ECHELON

<u>POST 08/282</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL MANAGER (WESTERN CAPE) REF NO: HRMC 6/26/1</u>
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum (Level 14), (an all-inclusive salary package)
<u>CENTRE</u>	:	Provincial Manager's Office: Cape Town, Western Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Administration, Law or Social Sciences within these specified fields at NQF Level 7 as recognized by SAQA. 5 Years'

experience in Senior Managerial level (Strategic Management) experience in Operations Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts (Civic Services and Immigration). Knowledge of the Minimum Information Security Standard (MISS). Knowledge of National Treasury Regulations and PFMA. Knowledge of Human Resource Regulatory Framework. Willingness to travel and work extended hours. n call may be required. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Strategic Management. Strategy planning. Strategy execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Program and project management. Change management. Communication skills. Conflict management and Resolution. Decision making and initiating action. Coaching and mentoring. Computer literacy. Accountability. Business Continuity. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the province against the agreed service delivery standards. Manage the provision of enabling documents and citizenship. Innovate and optimise business operations through digitization and automation. Manage the process of the issuance of travel documents and passports. Manage the process of issuing safe and secure identity (identity document,) to the citizens. Manage the implementation and effective utilisation of all relevant Civic Services systems. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Ensure the effective implementation of the Civic Services Footprint (Local Office Large, Local Office Medium, Local Office Small). Manage and secure the integrity of the national population registration. Management of Immigration Services. Foster effective relationships with all the stakeholders. Manage implementation of good governance, compliance, monitor proper implementation of policies, procedures, systems, controls and risks within the province. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

ENQUIRIES APPLICATIONS

: Head Office: Ms P Reddy Tel No: (012) 406 7263 / 060 976 7508
 : Compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 08/283

: **DIRECTOR: CHANGE MANAGEMENT REF NO: HRMC 6/26/2**
 Directorate: Change Management

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package)

CENTRE REQUIREMENTS

: Head Office: Tshwane
 : An undergraduate qualification in Industrial Psychology, Industrial Engineering or Organisation Development at NQF Level 7 as recognized by SAQA. 5 Years' experience in Middle / Senior Managerial level is required. Extensive experience in Change Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of Public Finance Management Act. Knowledge of Public Finance Management Act. Knowledge of Human Resource Regulatory Framework. Understanding of Departmental Regulatory Framework. Knowledge of Public Service Regulations relevant to Change Management. PROSCI Certificate is an added advantage. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Strategy planning. Strategy execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Stakeholder Management. Program and project management. Change management. Communication skills. Knowledge management. Decision-making. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Coaching and mentoring. Computer literacy. Accountability. Risk Management. Business Continuity. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination of change management programs in the Department. Lead and direct the development, implementation and communication of comprehensive change management plans and strategies.

Drive adoption and proficiency of changes within the organization in compliance with client's Change Management methodologies. Manage and monitor evaluations for business initiatives to ascertain appropriate programs that meet the organisational goals. Manage the development and coordination methods for data file formatting, data analysis methodologies and management reporting. Ensure the identification of data collection tools, data sources, benchmarks, and performance targets. Liaise with stakeholder and other leadership to identify business change processes. Lead the coordination and management of change effectiveness and interventions. Lead the development of competency models for the organization. Oversee the development team-building exercises, workshops and assist employees to create project timelines and deadlines. Ensure the coordination and implementation of major changes in all aspects of the operations. Liaise with internal stakeholder to identify specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies. Lead, direct and advocate change management initiatives in all the Departmental structures. Oversee the development of methods to measure if performance management aligns with organizational goals. Lead and direct the conducting of change awareness and readiness surveys to assess the impact of change. Drive the development of frequently asked questions to assess change readiness in the Department. Lead and manage the coordination of organisational culture strategies and plans. Manage and implement strategic objectives and innovation within the unit. Ensure effective governance and compliance within the directorate. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr W Mamphoke Tel No: (012) 406 4247
 : Compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrecruitment@dha.gov.za

POST 08/284

: **DIRECTOR: EMPLOYEE WELLNESS REF NO: HRMC 6/26/3**
 Chief Directorate: Employee Relations, Health and Wellness

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package)

**CENTRE
REQUIREMENTS**

: Head Office: Tshwane
 : An undergraduate qualification in Social Work or Psychology at NQF Level 7 as recognized by SAQA. 5 Years' experience in Middle / Senior Managerial level is required. Experience in an Employee Wellness environment is required. Knowledge of Employee Wellness Policy and Best Practice. Knowledge of HIV/AIDS and TB Management Policy. Knowledge of the Public Service Regulatory Framework. Understanding of Departmental Legislations and Prescripts. Understanding of the Mental Health Act. Knowledge of health and Productivity Policy. Knowledge of Relevant Safety and Health Legislation and Act. Understanding of Health Professions Act of South Africa (HPCSA). Willingness to travel and work extended hours. Registration with the Health Professions Council of South Africa (HPCSA). A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Decision making. People management and empowerment. Project management. Problem solving and analysis. Business report writing. Conflict Management and Resolution. Time management. Planning and organizing. Sound persuading and influencing. Stakeholder and client relations. Financial Management. Change Management. Computer Literacy. Business report writing. Counselling. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage, lead and direct Quality of Work Life Management programmes. Manage the development of Employment Assistance Programme (EAP) including Peer education programmes and strategies. Lead and direct the coordination of counselling programmes related to Chronic Illness programmes. Oversee the promotion healthy lifestyle and awareness campaigns through calendar awareness events. Manage the development, implementation and monitoring of HIV/ AIDS, TB, Wellness Management and Health and Productivity (psychosomatic and chronic illnesses) policies. Participate in the establishment of the wellness committee to support the department. Manage the coordination and implementation process on education, awareness campaign, planning of sports, wellness, care and

support incapacity due to ill-health and prevention programmes and projects. Manage the development of vibrant co-curricular to support seamless information sharing initiatives, educational opportunities to reinforce healthy living lifestyle. Manage and monitor life skills for employees (stress, finances, relationships, substance abuse, trauma, HIV/AIDS, family matters, etc. Manage the implementation of emotional and psychosocial support programmes to employees and their family members. Manage working relationship with external service providers (medical specialists, Psychiatrists, GEMS, Health, etc.). Oversee all services rendered by employee health and wellness contractors according to the agreed Service Level Agreements (SLAs). Manage psychological assessments and intervention initiatives (mental health initiatives). Manage the coordination of Occupational Health and Safety (OHS) processes. Manage and implement strategic objectives within the directorate. Ensure effective governance and compliance within the directorate. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

ENQUIRIES : Head Office: Mr JS Modipa Tel No: (012) 406 4243
APPLICATIONS : Compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrcruitment@dha.gov.za

POST 08/285 : **SENIOR SPECIALIST: TECHNICAL APPLICATIONS (MAINFRAME) REF NO: HRMC 6/26/4**
 Chief Directorate: Applications Management

SALARY : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package)

CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Computer Science, Information Technology or Information Systems at NQF Level 7 as recognized by SAQA. 5 Years' experience in Middle / Senior Managerial is required. Experience in Mainframe application and ADABAS database development, maintenance and support of technology-based solutions and supervisory is required. Functional / Practical experience as a Mainframe Technical Application Specialist. Experience participating in a team that is using System Development Life Cycle methodologies and tools. Sound knowledge of the mainframe environment (National Population Register system). Sound knowledge of the ADABAS database. Sound knowledge of the ADABAS File specification. Sound knowledge of the ADABAS Direct Calls. Sound knowledge of the COBOL and natural programming knowledges. Knowledge of the complete communication medium. Knowledge of the Job Control Language. Knowledge of the State Information Technology Agency Act 88 of 1998. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental legislation as well as Human Resources legislation and prescripts. Sound knowledge of the Web, Windows Applications. Willingness to travel and work extended hours. On call is required. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Business Continuity. Conflict management and resolution. Accountability. People management and empowerment. Project management. Service delivery innovation. Report writing. Time Management. Planning and organising. Ability to translate the technology language into English. Sound persuading and influencing. Stakeholder and client relations. Attention to detail. Communication skills (including communicating technical issues to non-technical audiences). Problem Solving and Analysis. Delivering results. Technical skills. Ability to brief all management levels. Ability to work independently and collaboratively in a team environment. Critical thinking. Computer Literacy (IT technical).

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage, coordinate and implement the analysis of requests and development of applications in the Department. Lead the coordination, and analysis and implement business requests to determine the impact against the relevant applications. Interpret or disregard business requests and attend to priority and complex matters. Lead, coordinate, design, and implement product solutions in line with application specifications. Engage with internal and external stakeholders regarding the maintenance of new and existing applications. Organize regular research studies for new technologies that fit into the Departmental operations. Manage, monitor, and evaluate industry trends and dynamics according to new technologies. Execute impact analysis

assessment against the existing relevant applications. Decide the best feasibility of the request and work closely with the Project Management Office (PMO) on application-related matters. Evaluate available applications and whether they are implemented in line with the required Service Level Agreements (SLAs). Lead, monitor, and evaluate application settings resulting from software upgrades. Timeously engage with Service Providers regarding software upgrades and requests. Provide expert advice and support to business units on application data related problems. Manage the coordination and implement programming specifications and evaluation. Lead, coordinate and support application and maintenance for specified applications. Build partnerships with various stakeholders (internal and external). Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

ENQUIRIES : Head Office: Mr BC Mathatho Tel No: (012) 406 4250
APPLICATIONS : Compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

OTHER POSTS

POST 08/286 : **LOCAL OFFICE MANAGER (X2 POSTS)**

SALARY : R1 059 105 - R1 247 574 per annum (Level 12), (A basic salary)
CENTRE : Hemingways Mall: East London, Eastern Cape Ref No: HRMC 6/26/5a
 : Vereeniging, Gauteng Province Ref No: HRMC 6/26/5b

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of South African Constitution. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives.

Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600.

POST 08/287

: **SPECIALIST DATABASE ADMINISTRATOR REF NO: HRMC 6/26/6 (X2 POSTS)**
Chief Directorate: Application Management

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)
: Head Office: Tshwane
: An undergraduate qualification in Information Technology, Computer Science or Computer Engineering at NQF 6 as recognized by SAQA. Three (3) years middle management experience in Information Systems / database administration of technology-based solutions/ or Database Administration environment. Knowledge and understanding of relevant legislation, policies, and prescripts governing public administration and information systems. Knowledge of the following Acts and frameworks: Intelligence Act, Criminal Procedures Act, Police Act, Anti-Corruption Legislation, Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations and National Strategic Intelligence Act. Knowledge of policy development processes and government protocol. Sound understanding of application development, maintenance, and support. Knowledge and application of GITO Requirements and Frameworks. Familiarity with the E-Government Policy Framework Consultation Paper developed by GITO. Proficient knowledge of database technologies, including MySQL, Oracle, and others. Sound understanding of programming languages and their integration with database systems. Understanding of project management principles and processes. A valid drivers' license. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Capability and Leadership. Service Delivery Innovation. Client Orientation (understanding of customer needs). People Management. Accountability. Sound persuading and influencing. Strong planning and organizing. Business Continuity. Excellent communication skills (verbal / written), including communicating technical issues to non-technical audience. Project management. Problem Solving and Analysis. Service delivery innovation. Ability to translate technology language to English. Expenditure Management. Ability to work independently and collaboratively in a team environment. Conflict Management and resolution. Ability to meet deadlines.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate General Database Analysis in the Department. Coordinate and monitor production, QA, and development database environments. Conduct database analysis and implementation thereof. Coordinate and monitor performance tuning, capacity planning, and monitoring critical event and documentation. Create detailed documentation including diagrams of database infrastructure. Develop complex query definitions that allow adequate data flow and criticality in line with the relevant business requirements. Coordinate and communicate with all the stakeholders (internal teams and clients) on matters related to Databases. Design and develop capacity planning of the database infrastructure in conjunction with the PMO and Strategic IS Alignment unit. Coordinate and transfer of data from the existing system to the new platform during technology refresh. Plan and monitor database infrastructure for the DHA's dashboard needs. Coordinate and Monitor the Database Administration processes and procedures. Coordinate, build and supports enterprise-wide databases. Coordinate and execute databases for new applications throughout the Department. Ensure effective Governance and Compliance. Manage the resources (Human, Financial and Physical) in the unit. Support digital transformation.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

<u>POST 08/288</u>	<u>LOCAL OFFICE MANAGER (X23 POSTS)</u>
<u>SALARY CENTRE</u>	R582 444 - R686 091 per annum (Level 10), (A basic salary) Eastern Cape: Matatiele Ref No: HRMC 6/26/7a (X1 Post) Eastern Cape: Bizana Ref No: HRMC 6/26/7b (X1 Post) Eastern Cape: Uitenhage (Ref No: HRMC 6/26/7c (X1 Post) Gauteng: Brakpan Ref No: HRMC 6/26/7d (X1 Post) Gauteng: Carltonville Ref No: HRMC 6/26/7e (X1 Post) Gauteng: Cresta Ref No: HRMC 6/26/7f (X1 Post) Gauteng: Edenvale Ref No: HRMC 6/26/7g (X1 Post) Gauteng: Krugersdorp Ref No: HRMC 6/26/7h (X1 Post) KwaZulu-Natal: Howick Ref No: HRMC 6/26/7i (X1 Post) KwaZulu-Natal: Ingwavuma Ref No: HRMC 6/26/7j (X1 Post) KwaZulu-Natal: Inkandla Ref No: HRMC 6/26/7k (X1 Post) KwaZulu-Natal: Pavillion Mall Ref No: HRMC 6/26/7l (X1 Post) KwaZulu-Natal: Pinetown Ref No: HRMC 6/26/7m (X1 Post) Limpopo: Bochum Ref No: HRMC 6/26/7n (X1 Post) Limpopo: Lephalale Ref No: HRMC 6/26/7o (X1 Post) Limpopo: Phalaborwa Ref No: HRMC 6/26/7p (X1 Post) Limpopo: Tzaneen Ref No: HRMC 6/26/7q (X1 Post) Mpumalanga: Eerstehoek Ref No: HRMC 6/26/7r (X1 Post) Mpumalanga: Secunda Ref No: HRMC 6/26/7s (X1 Post) North West: Atamelang Ref No: HRMC 6/26/7t (X1 Post) Western Cape: Stellenbosch Ref No: HRMC 6/26/7u (X1 Post) Western Cape: Tyger Valley Mall Ref No: HRMC 6/26/7v (X1 Post) Western Cape: Worcester Ref No: HRMC 6/26/7w (X1 Post)
<u>REQUIREMENTS</u>	An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience as a Supervisor in Operations in a Client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Working extended hours may be required. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	The successful candidates will be responsible for, amongst others, the following specific tasks: Manage Operations of the Civic Services in the Local Office in accordance with the service delivery standards. Coordinate and monitor the effective processing of enabling documents in local office and DHA service points. Manage the security integrity of the national register in local offices. Participate on outstretch programmes to ensure the accessibility of DHA services by the public. Develop and Implement Civic Services strategies and plans. Ensure that Operations in Local Offices meet the needs of the clients inline with the Departmental services standards. Collate, interpret and manage statistically information on service standards, throughout times, bottlenecks, volumes and error rates. Monitor and enforce the implementation of standard operating procedures (SOP's) within Local Offices that adhere to the set requirements. Provide expert advice and guidance to Local Offices on

Operational issues and matters. Serve as a project leader within the Local Offices to ensure effective project in management implementation. Ensure effective and efficient management of queues. Manage the revenue collected from clients on services rendered by the Office. Manage Immigration Services Operations in the Local Office in line with Immigration Act. Establish and maintain relationships with stakeholders to support service delivery. Implementation of Policies, Procedures, Directives, Acts and Regulations. Manage governance risk and compliance (GRC). Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel (021) 488 1409 / (021) 488 1412

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

POST 08/289

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HRMC 6/26/8 (X2 POSTS)**

Directorate: Core Business Audit

SALARY CENTRE REQUIREMENTS

: R468 459 - R551 823 per annum (Level 09), (A basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Internal Audit / Accounting at NQF level 6 as recognized by SAQA. Three (3) years of supervisory experience in internal auditing environment is required. Functional knowledge of data analysis software such as ACL Analytics, Arbutus and or other relevant software. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the Public Service Regulations Act. Knowledge of international Internal Audit Standards. Knowledge of the South African Constitution. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of Finance and Accounting Systems and Practices. Knowledge of King IV report and governance principles. Knowledge of the Institute of Internal Auditors South Africa (IIA SA) & Global prescripts. Working extended hours may be required. Required skills and competencies: Client orientation and customer focus. Business continuity. Financial Administration. Honesty and integrity. Project Management. Decision making. Attention to detail. Influencing and networking. Business Report Writing. Problem solving and analysis. Conflict management and resolution. Knowledge of CAATs. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Presentation Skills. Strong Data Analysis skills.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and execute internal audit assurance, governance, risk management and internal control environment in line with audit standards of the Institute of Internal Auditors (IIA). Execute audit operation inline with audit standards. Participate in the development of the strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Prepare comprehensive Audit Planning Memoranda. Formulate audit programs based on preliminary survey outcomes. Develop audit questionnaires addressing identified risks across various audit areas.

Provide input into the maintenance and enhancement of audit methodologies and techniques. Coordinate and provide technical support for the Teammate audit management software. Facilitate the execution of Computer-Assisted Audit Techniques (CAATs) within the directorate. Execute and manage Audit procedures and reporting. Implementation of policies, procedures, directives, acts and regulations. Ensure risk and compliance management. Manage resources (Physical and Human). Support digital transformation.

ENQUIRIES : Head Office: Ms N Raziya Tel No: (012) 406 4155
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

POST 08/290 : **CIVIC SERVICES SUPERVISOR (X16 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08), (A basic salary)
CENTRE : Eastern Cape: Libode Ref No: HRMC 6/26/9a (X1 Post)
 Eastern Cape: Mount Fletcher Ref No: HRMC 6/26/9b (X1 Post)
 Free State: Bloemfontein Ref No: HRMC 6/26/9c (X1 Post)
 Gauteng: Benoni Ref No: HRMC 6/26/9d (X1 Post)
 Gauteng: Cresta Ref No: HRMC 6/26/9e (X1 Post)
 Gauteng: Germiston (Ref No: HRMC 6/26/9f (X1 Post)
 KwaZulu-Natal: Mbazwana Ref No: HRMC 6/26/9g (X1 Post)
 KwaZulu-Natal: Pavillion Mall Ref No: HRMC 6/26/9h (X1 Post)
 Limpopo: Mokopane Ref No: HRMC 6/26/9i (X1 Post)
 Limpopo: Polokwane Ref No: HRMC 6/26/9j (X1 Post)
 Mpumalanga: Standerton Ref No: HRMC 6/26/9k (X1 Post)
 Mpumalanga: Malelani Ref No: HRMC 6/26/9l (X1 Post)
 Northern Cape: De Aar Ref No: HRMC 6/26/9m (X1 Post)
 North West: Rustenburg Ref No: HRMC 6/26/9n (X1 Post)
 Western Cape: Mossel Bay Ref No: HRMC 6/26/9o (X1 Post)
 Western Cape: Somerset West Ref No: HRMC 6/26/9p (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 2 Years' experience in Operations in a Client or Customer Services environment is required. Experience in Civic or Immigration Operations and a drivers licence may be an added advantage. Knowledge of front office operations. Extensive knowledge of various filing systems. Knowledge of fingerprint verification. Knowledge and understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Human Resources Regulatory Framework. Work extended hours may be required. Required skills and competencies: Customer Focus. Analytical thinking. Planning and organizing. Problem Solving. Verbal and written Communication. Financial Administration. Interpersonal skills. Attention to detail. Clerical and Administration. Multi-Tasking. Supervisory skills. Teamwork. Time Management. Conflict Management and resolution. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the administration of the front-line office in an effective manner. Ensure enquiries are attended to and perform online (meter greeter) verification. Ensure the monitoring of the live capture photo boot in the department. Facilitate the verification and validation of client information on system, fingerprint, scan client supporting document online. Ensure the effective delivery of ID smart cards. Facilitate and quality assure the authorisation and collection of applications from clients. Facilitate the implementation of security control processes and policies. Attend to problematic areas related to general services to all clients. Facilitate the implementation of BMD (Birth, Marriage and Death) and ID smart cards operations. Facilitate and monitor effective daily operations of the front office. Build and maintain relationships with clients. Ensure the implementation of effective governance, risk, and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : Eastern Cape: Mr L Jama Tel No: (043) 604 6417

		Free State: Ms V Molefi Tel No: (051) 430 0378 Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003 Limpopo: Mr J Kgole Tel No: (015) 287 2802 Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504 Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915 Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or sent to the correct address specified as follows: Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600. Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301. Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street. KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209. Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699. Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200. Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300. North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745. Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.
<u>POST 08/291</u>	:	<u>CIVIC SERVICES CLERK (X22 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 - R317 463 per annum (Level 06), (A basic salary) Eastern Cape: Aliwal North Ref No: HRMC 6/26/10a (X1 Post) Eastern Cape: East London Ref No: HRMC 6/26/10b (X1 Post) Free State: Sasolburg Ref No: HRMC 6/26/10c (X1 Post) Free State: Bultfontein Ref No: HRMC 6/26/10d (X1 Post) Gauteng: Bronkorspuit Ref No: HRMC 6/26/10e (X1 Post) Gauteng: Krugersdorp Ref No: HRMC 6/26/10f (X2 Posts) Gauteng: Mamelodi Ref No: HRMC 6/26/10g (X1 Post) Gauteng: Menlyn Ref No: HRMC 6/26/10h (X1 Post) Limpopo: Bela Bela Ref No: HRMC 6/26/10i (X2 Posts) Mpumalanga: Mapulaneng Ref No: HRMC 6/26/10j (X1 Post) Mpumalanga: Volksrust Ref No: HRMC 6/26/10k (X1 Post) Northern Cape: De Aar Ref No: HRMC 6/26/10l (X2 Posts) North West: Madikwe Ref No: HRMC 6/26/10m (X2 Posts) KwaZulu-Natal: Mbazwana Ref No: HRMC 6/26/10n (X1 Post) KwaZulu-Natal: Melmoth Ref No: HRMC 6/26/10o (X1 Post) KwaZulu-Natal: Howick Ref No: HRMC 6/26/10p (X1 Post) Western Cape: Riversdale Ref No: HRMC 6/26/10q (X1 Post) Western Cape: Robertson Ref No: HRMC 6/26/10r (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Administration, Operations, Business Management, Management or Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. Basic understanding Public Service Regulatory Framework. Knowledge of Civic Services Regulatory Frameworks Knowledge of the Batho Pele Principles. Knowledge of Fraud prevention. Knowledge of the Constitutional. Knowledge of the Departmental Regulations and Prescripts. Willingness to travel and work extended hours. Required skills and competencies: Interpersonal Skills. Client Orientation and Customer Focus. Computer Literacy. Communication Skills (Written and Verbal). Telephone etiquette Analytical Skills. Professionalism. Compassion. Conscientious. Patriotic, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Attend to enquire and perform online verification. Greet customers, and ensure that they receive a professional, warm and friendly welcome. Provide customers with orientation and information on the services required. Check status of the applicant (Fingerprint register on HANIS and marital status) and conduct online verification and issue a ticket. Provide advice and direction to relevant unit and ensure the highest customer service standards. Operate in front and behind the pay barrier and the point of contact

for customers. Direct customers to relevant service departments in a timely manner and with the highest customer service standards. Ensure that all the customers waiting areas are maintained in the highest standards as per the appearance, accessibility and demarcation. Ensures that the customer receives the highest service standards in accordance with the departmental values and vision statements. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted Operate the live capture photo booth in the office. Verify, validate and capture client information on system, administer fingerprints, scan client supporting documents. Receive, scan and file smart cards upon receipt Process collections of ID smart cards to clients. Process application of Identity Document, Registration of Birth, Marriages and Deaths, Late Registrations. Rectifications and Amendment of particulars and issuing and Citizenship documents. Implement policies and procedures in line with the approval Framework. Monitor individual resources (Physical).

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
 Free State: Ms V Molefe Tel No: (051) 430 0378
 Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
 KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
 Limpopo: Mr J Kgole Tel No: (015) 287 2802
 Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
 Western Cape: Mr M Pienaar Tel No: (021) 488 1409

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600.

Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street.

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.

Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

POST 08/292

: **IMMIGRATION OFFICER: INSPECTORATE (X19 POSTS)**

SALARY CENTRE

: R269 499 - R317 463 per annum (Level 06), (A basic salary)
 : Eastern Cape: Cofimvaba Ref No: HRMC 6/26/11a (X1 Post)
 : Eastern: Graff-Reinett Ref No: HRMC 6/26/11b (X1 Post)
 Free State: Zastron Ref No: HRMC 6/26/11c (X1 Post)
 Free State: Phuthaditshaba Ref No: HRMC 6/26/11d (X1 Post)
 Gauteng: Evaton Ref No: HRMC 6/26/11e (X1 Post)
 Gauteng: Melyn Mall Ref No: HRMC 6/26/11f (X1 Post)
 Kwa- Zulu Natal: Nquthu Ref No: HRMC 6/26/11g (X1 Post)
 Limpopo: Nebo Ref No: HRMC 6/26/11h (X1 Post)
 Limpopo: Modjadjiskloof Ref No: HRMC 6/26/11i (X1 Post)
 Mpumalanga: Standerton Ref No: HRMC 6/26/11j (X1 Post)
 Mpumalanga: Kwa-Mhlanga Ref No: HRMC 6/26/11k (X1 Post)
 North West: Klerksdorp Ref No: HRMC 6/26/11l (X1 Post)
 North West: Zeerust Ref No: HRMC 6/26/11m (X1 Post)
 Northern Cape: De Aar Ref No: HRMC 6/26/11n (X2 Posts)
 Northern Cape: Calvinia Ref No: HRMC 6/26/11o (X1 Post)
 Northern Cape: Kimberley Ref No: HRMC 6/26/11p (X1 Post)
 Western Cape: Vredendal Ref No: HRMC 6/26/11q (X1 Post)
 Western Cape: Wynberg Ref No: HRMC 6/26/11r (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Law, Public Management / Public Administration/ Policing Criminology/ Forensics/ Criminal Justice at NQF level 6 as recognised by SAQA is required Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding the Immigration Act. Basic understanding Public Service

Regulatory Framework. A valid driver's license (Code B/C1/C/ EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours Required skills and competencies: Liaison and interpersonal skills Problem-Solving Skills. Customer orientation. Planning and organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Free State: Ms V Molefe Tel No: (051) 430 0378
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
Head Office: Ms B Kabinde Tel No: (012) 406 4239
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600.

Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street.

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

- POST 08/293** : **ADMINISTRATION CLERK (SCRA) REF NO: HRMC 6/26/12**
- SALARY** : R228 321 - R268 950 per annum (Level 05), (A basic salary)
- CENTRE** : Head Office: Tshwane, Standing Committee for Refugee Affairs (SCRA)
- REQUIREMENTS** : Grade 12 or an NQF level 4 qualification in Office Management or Business Administration as recognized by SAQA. Understanding of the Public Service Regulations. Understanding of the Departmental Legislation as well as Human Resources legislation and Prescripts. Willingness to work extended hours. Required skills and competencies: Interpersonal skills. Problem Solving. Report Writing. Influencing and Networking. Planning and Organising. Analytical Skills. Computer. Literacy. Conflict resolution. Support digital transformation. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide clerical support service in the unit. Liaise with travel agencies to make travel arrangements (check arrangements when relevant documents are received). Arrange meetings and events for the manager and the staff in the unit. Identify venues, invites role players, organizes refreshments and set up schedule for meetings and events. Process travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work. Record basic minutes of the meeting to the unit where required. Draft routine correspondence and reports. File documents for the unit and the unit where required. Administer matters such as leave register and telephone accounts. Receive, records and distribute all incoming and outgoing documents. Handle procurement of standard items like stationary and refreshment etc. Collect all relevant documents to enable the line managers to prepare for meetings. Conduct asset audit with other administrative officials in the unit. Administer the budget of the unit. Monthly report to the meeting on the on the budget. Ensure the effective compilation of budget and cash flow projections for the Office. Coordinate the budget of the unit. Ensure effective risk and compliance.
- ENQUIRIES** : Head Office: Ms B Kabinde Tel No: (012) 406 4239
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001.
- POST 08/294** : **ADMINISTRATION CLERK (RAASA) REF NO: HRMC 6/26/13**
- SALARY** : R228 321 - R268 950 per annum (Level 05). (A basic salary)
- CENTRE** : Head Office: Tshwane, Refugee Appeals Authority of South Africa (RAASA)
- REQUIREMENTS** : Grade 12 or an NQF level 4 qualification in Office Management or Business Administration as recognized by SAQA. Understanding of the Public Service Regulations. Basic understanding of the Departmental Legislation as well as Human Resources legislation and Prescripts. Willingness to work extended hours. Required skills and competencies: Interpersonal skills. Problem Solving. Report Writing. Influencing and Networking. Planning and Organising. Analytical Skills. Computer. Literacy. Conflict resolution. Support digital transformation. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide clerical support service in the unit. Liaise with travel agencies to make travel arrangements (check arrangements when relevant documents are received). Arrange meetings and events for the manager and the staff in the unit. Identify venues, invites role players, organizes refreshments and set up schedule for meetings and events. Process travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work. Record basic minutes of the meeting to the unit where required. Draft routine correspondence and reports. File documents for the unit and the unit where required. Administer matters such as leave register and telephone accounts. Receive, records and distribute all incoming and outgoing documents. Handle procurement of standard items like stationary and refreshment etc. Collect all relevant documents to enable the line managers to prepare for meetings. Conduct asset audit with other administrative officials in the unit. Administer the budget of the unit. Monthly report to the meeting on the on the budget. Ensure the effective compilation of budget and cash flow projections for the Office. Coordinate the budget of the unit. Ensure effective risk and compliance.
- ENQUIRIES** : Head Office: Ms S Maswanganyi Tel No: (012) 406 4236

APPLICATIONS

: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows: Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001.

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 : 23 March 2026

NOTE : 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. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the position of Court Manager, initially advertised for the Magistrate Office: Mashishing with Ref No: 2025/39/MP (X1 Post) in Public Service Vacancy Circular 07 dated 27 February 2026, has been amended. The correct office and reference number for the post are: Magistrate Office: Elukwatini Ref No: 2026/08/MP. We apologize for any inconvenience caused.

OTHER POSTS

POST 08/295 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 26/VA03/NW**

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office- NW

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organisational Psychology/ Public Management/ Public Administration; A minimum of 3 years' experience in Human Resource Administration with an emphasis on Conditions of Service work environment at a supervisory level; Knowledge of Human Resource Administration legislative frameworks, methodologies and strategies in the Public Service; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations; Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied

- strategic thinking, applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
- DUTIES** : Key Performance Areas: Coordinate the implementation of employment and general service conditions; Coordinate the implementation of policies and frameworks for Conditions of Service; Coordinate the implementation of service benefits; Manage human finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng Or <https://forms.office.com/r/X2XaVPasWu>
- POST 08/296** : **ASSISTANT DIRECTOR: JUDICIAL PLANNING AND SUPPORT REF NO: 26/15/CA**
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : An undergraduate qualification (NQF level 7) as recognized by SAQA in LLB; A minimum of 3 years' experience in civil justice environment at functional level; Knowledge of interpretation and application of all the Acts relevant to Statutory Appointments, e.g. Magistrates Act, Legal Aid Board Act, Legal Practice Act, Debt Collectors Act, Small Claims Courts Act, Justice of the Peace and Commissioners of Oath Act; 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, Public Finance Management Act; Knowledge of criminal, civil law and family law cases, Constitutional law cases, interpretation of statutes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership; Computer literacy.
- DUTIES** : Key Performance Areas: Provide support into the review and development of the civil justice system policy and strategy; Provide administration support to Statutory Appointments, appointment of members of the Legal Aid Board South Africa, Legal Practice Council, Debt Collectors Council and Magistrate Commission; Provide administrative support to the establishment of Small Claims Courts and appointment of members of the Small Claims Court Advisory Committees as well as Commissioners; Provide administrative support to the designation of ex-officio-Commissioners of Oaths; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms. M. Modibane Tel No: (012) 315 1668
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : People with disabilities are encouraged to apply.
- POST 08/297** : **ADMINISTRATION OFFICER REF NO: 26/VA02/NW**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Tlhabane Magistrate Court - NW
- : Three-year National Diploma/Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Good communication

- skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7088
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR <https://forms.office.com/r/X2XaVPasWu>
- POST 08/298** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 26/15/FS**
- 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** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Legal research; Planning and organizing skills; Decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.
- DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms. N Dywili at 073 775 0709
- APPLICATIONS** : Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR <https://forms.office.com/r/X2XaVPasWu>

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** : Free State Division of the High Court: 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.
- CLOSING DATE** : 20 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 08/299** : **LAW RESEARCHER REF NO: 2025/420/OCJ**
- SALARY** : R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Division of the High Court: Bloemfontein
- REQUIREMENTS** : Applicants should be in possession of an LLB degree or four year recognised legal qualification; A minimum of three (3) years relevant legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and 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: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Office); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
- ENQUIRIES** : Technical related enquiries: Mr. A. Knoetze Tel No: (051) 492 4523
HR Related enquiries: Ms D. Peters Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email to: 2025/420/OCJ@judiciary.org.za
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals
- POST 08/300** : **ADMINISTRATION CLERK: LEGAL REF NO: 2025/421/OCJ**
- SALARY** : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Provincial Service Centre: Bloemfontein
- REQUIREMENTS** : Applicants should be in possession of a Grade 12 or equivalent qualification. A three-year National Diploma/Degree at NQF level 6 with 360 credits as recognised by SAQA in law will serve as an added advantage. No experience required. 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 Skills and competencies: Knowledge of Public Service legislation, prescripts and regulations. Library and information science matters, procedures and processes. Knowledge of law subjects and legal phrases. Knowledge of clerical duties, practices and ability to capture data. Knowledge and understanding of the legislative framework governing Public Service. Knowledge of Batho Pele Principles. Communication skills (verbal & written., Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer literacy

skills (MS Office). Planning and organizing skills. Report writing skills. Typing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Conduct legal research for the Regional Court President/Chief Magistrate; Compilation of statistics; Case flow management; Assisting Regional Registrar and members of the public; Provide administrative support in general as requested by the supervisor.

ENQUIRIES

: Technical related enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523
HR Related enquiries: Ms D. Peters Tel No: (051) 492 4523

APPLICATIONS

: Applications can be sent via email to: 2025/421/OCJ@judiciary.org.za

NOTE

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

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**CLOSING DATE**

: 20 March 2026 at 16H00

NOTE

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

ERRATUM: Kindly note that the following positions were advertised in Public Service Vacancy Circular 05 dated 13 February 2026 with closing date of 13 March 2026, Director: HR Planning and Recruitment with Ref No: 2026/47, Centre Head Office, Director: Strategic Planning – Strategic Management with

Ref No: 2026/55, both positions are withdrawn. Kindly note that the words "experience at" was inadvertently omitted from the requirements of the following post: Director: EPWP Beneficiary Training - Partnership Support with Ref No: 2025/53.

OTHER POSTS

- POST 08/301** : **DEPUTY DIRECTOR: INDUSTRY RESEARCH REF NO: 2026/56**
- SALARY** : R1 059 105 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF 6) in Built Environment, Finance, Economics, Mathematics, Statistics or equivalent qualification. Appropriate relevant work experience in the property or construction industries or in a data analytics or research related role at a Junior Management level (Assistant Director equivalent). Knowledge: Competence in Microsoft Office applications. High competence in MS Excel (advanced). Competence in research and report compilation. Knowledge and understanding of various data analytics softwares. Understanding of analytical tool development. Knowledge of property investment and management. Good project and people management skills. Personal Attributes: Excellent interpersonal, communication and analytical skills. Ability and willingness to work under pressure. Able to work independently. Dedicated, diligent and focused. Passionate about knowledge and research. Good presentation skills. Innovative thinking. Must be able to take initiative. Commitment to excellence in every aspect of work.
- DUTIES** : Research and analyse financial, economic, social and other trends and topics independently. Perform data analysis and documentation of insights. Prepare comprehensive business reports. Perform portfolio analysis, benchmarking and performance measurement. Work closely with stakeholders with different backgrounds to validate analyses and output. Provide technical assistance to other units within the business. Develop analytical tools (models and dashboards) and investment related policies for the Department.
- ENQUIRIES APPLICATIONS** : Mr M Konyana Tel No: (012) 406 1590/060 923 1671
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-20@dpw.gov.za
- FOR ATTENTION** : Ms NP Mudau
- POST 08/302** : **DEPUTY DIRECTOR: PROPERTY ACQUISITIONS REF NO: 2026/57**
- SALARY** : R1 059 105 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF 6) in Real Estate Management / Property Management / B.Com plus relevant years of experience within the Real Estate Management environment at a Junior Management level (Assistant Director equivalent). Knowledge: Government Immovable Asset Management Act, Public Finance Management Act; Financial administration; Procurement Regulations, Directives and Procedures; Familiar with different acquisition models currently used in acquiring accommodation / immovable assets. Programme and Project management. Delivery of accommodation to user departments; Property market research. Skills: Advanced report writing skills; Computer literacy; Presentation skills; Ability to work under pressure; Ability to communicate at all levels; Team player; Analytical thinking; Must be prepared to travel; A valid driver's license; Willing to adapt to work schedule in accordance with professional requirements.
- DUTIES** : Effective management of user accommodation plans with a particular focus on acquisition of immovable assets / accommodation facilities. Provide guidelines and inputs on drafting and implementing property acquisition plans. Ensure that acquired properties are effectively put into use and meet the needs of user departments. Analyze feasibility and investment reports and guide the branch accordingly on effective implementation. Management and administration throughout the immovable asset life-cycle of acquired properties; Ensure integration of asset operation, maintenance and disposal during the planning and acquisition stages of the immovable assets. Ensure effective

administration and performance of buildings to meet clients service delivery objectives; Ensure that acquired buildings are user-friendly and accessible; Ensure quality of reports, acquisition contracts and responses to oversight bodies; Manage and improve relationships with key stakeholders; Manage disputes related to asset planning and acquisition; Ensure completeness of contractual documentation; Monitor and ensure regions observe and attend to local regulations and laws in procurement of leased property space; Ensure that deadlines are met and quality of reports meet the requirements of senior management of the branch; Availability beyond the normal working hours and ensure that delivery of services happen effectively and efficiently; Guide, lead and mentor subordinates; Ensure efficient co-ordination between regions and head office.

ENQUIRIES APPLICATIONS : Mr. M Mabinja Tel No: (012) 406 2066
 : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-21@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/303 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/58**

SALARY : R1 059 105 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Gqeberha Regional Office

REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF Level 6) in Built Environment (Mechanical Engineering /Electrical Engineering / Building / Construction Management / Structural Engineering / Quantity Survey, Facilities Management and Property / Real Estate Management plus appropriate relevant experience in Property Management, Construction Management, Integrated Facilities Management or Programme Management with relevant years of experience in the built/ facilities management environment at a Junior managerial level (Assistant Director equivalent). A valid Driver's license. Knowledge: Occupational Health and Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES : To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources-oversee the development and training of staff; supervise the budget expenditure of Facilities Management sub-units (Cleaning Services/Horticulture/ OHS and Workshop); direct preparation of financial statements and report on status of State Facilities.

ENQUIRIES APPLICATIONS : Ms NPT Hlengwa Tel No: (047) 502 7010
 : The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-02@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/304 : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: 2026/59**

SALARY : R896 436 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum three-year tertiary qualification (NQF level 6) in Security Management/Social Science Management, Management Science, SSA Security Managers Course, Valid driver's licence, relevant years of experience at supervisory role in Security Management. Experience at a Junior Management level (Assistant Director equivalent). Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (Miss). Disciplinary procedures and what constitutes unprofessional conduct. Security Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (SSA, SAPS). Security breaches and investigations.

DUTIES : The development and implementation of physical security policies and procedures within the department. The development of a physical security strategy at Head Office and for all Regional Offices. The management of outsourced security and all security contracts of the department. The interaction with security-related and relevant authorities i.e. SAPS. The development and implementation of security-related training and awareness programmes. The management of the sub-Directorate. The standardisation of physical security measures within the department.

ENQUIRIES : Mr T Marageni Tel No: (012) 406 1632

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-22@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/305 : **ASSISTANT DIRECTOR: INDUSTRY RESEARCH REF NO: 2026/60**

SALARY : R582 444 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Built Environment, Finance, Economics, Mathematics, Statistics or equivalent qualification. Appropriate work experience in the property or construction industries or in a data analytics or research related role. Knowledge: Competence in Microsoft Office applications. High competence in MS Excel (advanced). Competence in research and report compilation. Knowledge and understanding of various data analytics software's. Understanding of analytical tool (or model) development. Knowledgeable in Financial or investment management. Good project and people management skills. Personal Attributes: Excellent interpersonal, communication and analytical skills. Ability and willingness to work under pressure. Able to work independently. Dedicated, diligent and focused. Passionate about knowledge and research. Good presentation skills. Innovative thinking. Must be able to take initiative. Commitment to excellence in every aspect of work.

DUTIES : Research and analyse financial, economic, social and other trends and topics independently. Perform data analysis and documentation of insights. Prepare business reports. Work closely with stakeholders with different backgrounds to validate analyses and output. Provide technical assistance to other units within the business. Develop analytical tools (models and dashboards) and investment related policies for the Department.

ENQUIRIES : Mr M Konyana Tel No: (012) 406 1590/060 923 1671

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-23@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/306 : **ASSISTANT DIRECTOR: PROPERTY VALUATION REF NO: 2026/61**

SALARY : R582 444 per annum

CENTRE : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF 6) in Real Estate (Property Valuations) with appropriate relevant experience in property valuations. Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid unendorsed driver's license. Knowledge of valuation of various types of properties and applicable legislation such as the Constitution of RSA, PFMA, GIAMA, MPRA, Property Valuation Act 14 of 2017, Expropriation Act 63 of 1975 (as amended) Effective communication, advanced report writing, computer literacy, project planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure. Ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to work long hours and adapt to work schedules in accordance with professional requirements.
<u>DUTIES</u>	:	Assist in managerial functions and conduct valuation of various properties as and when delegated by the Director. Compile fully motivated valuation reports for submission and assessment by the Land Affairs Board and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties lodging objections where necessary to enable savings on municipal rates levied. Provide support to the Asset Register by conducting valuations that comply with Accounting Standards, in the compilation of an accurate, reliable and GRAP complaint Asset Register. Assist in driving the Mentorship Programme for candidate valuers and associated initiatives. Promote the interest of the valuers' Profession in general.
<u>ENQUIRIES</u>	:	Mr H Ndlovu Tel No: (012) 406 1888
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-24@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 08/307</u>	:	<u>CONTROL WORKS MANAGER: BUILDING REF NO: 2026/62</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A minimum (T/N/S streams) (NQF 6) in Building/Civil; Facilities Management or equivalent, OR (N3 and a passed trade test in the building environment OR registration as an engineering technician and more than 6 years appropriate experience in Built environment). A valid driver's licence. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.
<u>DUTIES</u>	:	Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for

fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

ENQUIRIES APPLICATIONS : Ms A Xentsa Tel No: (053) 838 5345
: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. Or email to: RecruitKIM26-01@dpw.gov.za

FOR ATTENTION : Mr S Xulu

POST 08/308 : **ASSISTANT DIRECTOR: CLEANING SERVICES REF NO: 2026/63**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Gqeberha Regional Office
: A minimum of three-year tertiary qualification (NQF Level 6) in Public Administration or related qualifications plus appropriate relevant years of experience in the field. Understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid drivers' licence. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills; proven problem-solving skills. Proven financial, strong verbal and written communication skills. Negotiation skills. Knowledge and understanding of the Occupational Health and Safety Act and its regulations. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspection. Willingness to travel and to participate on the Covid-19 committee/s.

DUTIES : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budget and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance-based contracts. Appoint relief cleaners. Management of Human Resources (work plans, training, career development etc). Events Management.

ENQUIRIES APPLICATIONS : Mr SL Jikeka Tel No: (041) 408 2074
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-03@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/309 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID REF NO: 2026/64**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF 6) in Financial/ Public Administration/ Marketing/ Law/ Real Estate Management or Built Environment. Plus Extensive relevant years work experience in the field of User Demand Management/Key Accounts Management. (Experience within the Public Service Sector will be an added advantage). Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the South African Police Service will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's licence and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in

<u>DUTIES</u>	: accordance with office requirements. Dispute resolution and conflict management. Management of performance development. : You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: SAPS & IPID. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the SAPS & IPID client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of SAPS & IPID. Liaise with Project Managers and Property Managers on SAPS & IPID Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. C Bunu Tel No: (012) 406 1073 : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria. Or email to: Recruitment26-25@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms N.P Mudau
<u>POST 08/310</u>	: <u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER: MECHANICAL REF NO: 2026/65</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R582 444 per annum : Polokwane Regional Office : A minimum of three-year tertiary qualification (NQF Level 6) in Mechanical Engineering. Plus, relevant years of experience in Construction or Built environment, Project Management, Facilities Maintenance Management, Safety Management. Valid driver's License. (Added advantage: SAMTRAC qualification) Knowledge: Occupational Health and Safety Act and its regulations, National Building Regulations and Building standards Act, BCEA, PFMA, GIAMA, COIDA other relevant SANS, Acts and Regulations. Skills: Computer Literacy, report writing, planning and organizing, Presentation, Conflict management and decision-making skills. Prepared to travel and willing to adopt to working schedule in accordance with office requirements.
<u>DUTIES</u>	: Ensure and facilitate Occupational Health and Safety compliance at workplaces: Evaluate the workplaces (State and Leased buildings). Ensure Boilers, Incinerators, Lifts, HVAC systems, Fire Fighting and Fire Protection Equipment, railway lines, Wastewater Treatment Plants and Water purification plants etc. are safe and without risk. Conduct incident investigations and make recommendations. Participate in the Bid Specification Committees and Bid Evaluation Committees. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractor's H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise

		and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with findings and recommendations.
<u>ENQUIRIES</u>	:	Mr N. Malitsha Tel No: (015) 291 6447
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 08/311</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: 2026/66</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Electrical/Mechanical, Civil or related qualifications plus relevant years of experience in the field. A Valid driver's license. Willingness to travel and work irregular hours. Occupational health and safety Labour Relations Act. Public Finance Management Act Computer literacy, Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills.
<u>DUTIES</u>	:	Maintain and implement strategies, policies and procedures to ensure alignment with OH&S act and other applicable legislations. Conduct inspection on state owned and leased facilities and construction projects and produce an inspection report. Undertake regular OHS quality compliance assessments, inspection against applicable legislative framework, where necessary. Promote a strong OHS culture in the region through regular communication and consultation, promotion of improvements and highlighting of specific hazards or incidents. Conduct Inspection on electrical mini substation & substation. Provide support to the Heads of units. Provide support when emergencies arise and prepare reports; Monitor evaluation of the workplaces (State and Leased buildings). Ensure that the State and Leased buildings are accessible for Disabled Persons. Monitor issuing of Compliance Certificates and record keeping at workplaces. Prepare and compile submissions and progress reports on a monthly basis.
<u>ENQUIRIES</u>	:	Mr VR Maqetuka Tel No: (041) 408 2199
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to RecruitPE26-04@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms PT Buwa
<u>POST 08/312</u>	:	<u>CHIEF ARTISAN (GRADE A): ELECTRICAL: WORKSHOP REF NO: 2026/67</u>
<u>SALARY</u>	:	R480 261 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Cape Town Regional Office (Oudtshoorn)
<u>REQUIREMENTS</u>	:	A minimum of Grade 10, Appropriate Trade Test Certificate in Electrical. Ten (10) years post qualification Experience required as an Artisan Foreman. Valid driver's license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Must be computer literate.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all workshop equipment and knowledge of relevant trades.

ENQUIRIES : Mr. T Mudau at (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/ Mr. M. Stephens at (082) 376 6005

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT26-21@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

NOTE : People with disabilities are encouraged to apply.

POST 08/313 : **ASSISTANT DIRECTOR: SECURITY REF NO: 2026/68**

SALARY : R468 459 per annum

CENTRE : Nelspruit Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Security Management /Public Management/ Policing/ Management Science plus relevant years working experience in security management or related field. A valid Drivers license. Knowledge: Prestige and National Key Points environment will be an advantage, Familiarity with the Minimum Information Security Standards, OHS Act, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to information Act, National Achieve Act. IT, National Vetting Policies. Familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. Recommendations: Ability to work independently, analyse problem areas and initiate corrective measures, Experience in policy development, good communication skills at all levels, good writing and analytical skills regarding submissions and briefing notes, Ability to make presentations on security matters. Project management skills.

DUTIES : Assist in the management of the total security function of the Region (personnel, document, communication, physical , computer security, and contingency planning and security awareness), Implement the Departmental security policy and the development of procedural guidelines in the Region, Evaluate and optimise the implementation of security measures and procedures with the assistance of Head Office, Develop and implement training and awareness programmes with the assistance of Head office, Interact with security related programme with the assistance of , i.e. State Security Agency and South African Police Services, Manage the capacity of Security management with the assistance of Head Office, SAPS and SSA Provincial Office, Manage contracted private security service providers, Coordinate security logistics and plans during prestige events, Coordinate security screening of service providers and vetting of NDPW employees.

ENQUIRIES : Ms NR Mahlangu Tel No: (013) 753 6300

APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-02@dpw.gov.za

FOR ATTENTION : Mr EK Nguyuza

POST 08/314 : **RESEARCH ANALYST: INDUSTRY RESEARCH REF NO: 2026/69**

SALARY : R397 116 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Mathematical Sciences, Statistics, Built Environment, Commerce, Finance or any other relevant analytical qualification. Relevant experience in Mathematics, data analytics, data science, business analysis, modelling and research. Knowledge: Understanding of government socio-economic policies and principles, Government regulatory framework, Minimum Information Security Standards (MISS) Act, Research methodology, analysis and interpretation of data, Interpretation of research information and the translation thereof into management reports. Skills: Computer literacy, Research, technical report writing, good verbal and written communication, problem solving. Personal Attributes: diligent and focused, ability to communicate at all levels, ability to work under stressful situations, ability to work independently and in a team, self-motivated.

DUTIES : Assist in research and analysis on economic, social, industry, market and internal trends. Identify, collect and update data required for various research reports and for the development of analytical tools. Conduct research to keep abreast of emerging innovations and trends in real estate asset management. Assist in the development of and monitoring the implementation of guidelines, processes, norms & standards, and best practice policies. Provide training and

technical assistance to units on any developed analytical tools relevant to their business.

ENQUIRIES APPLICATIONS : Mr M Konyana Tel No: (012) 406 1590/060 923 1671
 : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-26@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/315 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2026/71 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Bloemfontein Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Electrical Engineering plus proven technical experience within electrical environment (Planned & Unplanned maintenance), OR (N3 plus trade test in electrical plus 3 to 5 years related appropriate technical experience in the electrical environment (Planned & Unplanned maintenance). A valid driver's licence; computer literacy. Extensive knowledge and understanding of Electrical Regulations, PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients departments. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of electrical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic electrical systems comply with the electrical Standards. Ensure electrical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to electrical discipline. Prepare and compile monthly reports.

ENQUIRIES APPLICATIONS : Mr. T Mohapi Tel No: (051) 408 7354
 : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X20605, Bloemfontein, 9301 or Hand Deliver to Public Works Building, 18 President Brand Street, Bloemfontein, 9300. Or email to RecruitBLOEM26-07@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 08/316 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2026/72**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Bloemfontein Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Mechanical Engineering plus technical experience within mechanical environment (Planned & Unplanned maintenance), OR (N3 plus trade test in Fitter & Tuner, Boiler and Millwright plus 3 – 5 years appropriate technical experience in the mechanical environment (Planned & Unplanned maintenance). A valid driver's licence; computer literacy. Extensive knowledge and understanding of Mechanical Regulations, PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients departments. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports

ENQUIRIES APPLICATIONS : Mr. T Mohapi Tel No: (051) 408 7354
 : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X20605, Bloemfontein, 9301 or Hand Deliver to Public Works Building, 18

President Brand Street, Bloemfontein, 9300. Or email to RecruitBLOEM26-08@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 08/317 : **CHIEF WORKS MANAGER: BUILDING REF NO: 2026/73**

SALARY : R397 116 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in the Building/ Civil Engineering, or (N3 plus trade test in Building / Civil engineering field and 3-5 years related technical experience). Relevant years of technical experience in Built environment field. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Government Procurement System. Ability to plan, organize and manage resources. A valid driver's license. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills, Computer literate. Good interpersonal skills. Good budgeting and estimating skills. Willingness to travel and work irregular hours.

DUTIES : Manage day-to-day building maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost, estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conducted site inspections to ensure compliance to specifications set out by the Department. Ensure compliance with OHS Act. Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.

ENQUIRIES : Ms A Xentsa Tel No: (053) 838 5345
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. Or email to: RecruitKIM26-02@dpw.gov.za

FOR ATTENTION : Mr S Xulu

POST 08/318 : **SCIENTIFIC TECHNICIAN: WATER SERVICES (GRADE A) REF NO: 2026/74**
(Water Resource Science)

SALARY : R391 671 per annum, (all-inclusive OSD salary package)
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Science/Water Science or relevant qualification. A valid driver's License. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. Demonstrates a high level of competencies in sewage and water purification practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and the environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem-solving abilities, reasoning and persuasion abilities. Understanding technology about sewage and drinking water treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act, relevant Regulations e.g. Blue Green No Drop Regulations.

DUTIES : Schedule water and waste water treatment plants annual inspections plans, Evaluate physical condition of plant components and operational procedures, Promptly troubleshoot process, instrumentation, data, and mechanical problems, Perform basic maintenance, repair, and calibration, Compile water use registration forms, classification of works and process controllers. Collect water samples and analyse the effect of water on agriculture or the environment. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework, Apply operational standards and consolidate methodologies, policies, systems and procedures, Identify gaps and develop appropriate interventions, Prepare for and

participation in research activities, Ensure maintenance, calibration and operation of scientific equipment. Prepare data and routine interpretation, Develop and update database and data management, Analyse technical scientific data, Disseminate information, Apply the appropriate scientific and technical procedures or skills to generate information and knowledge, Formulate proposals and compile reports, Develop and customise operational procedures, Correctly disposal off the expired samples and chemical reagents. Develop working relations with client base, Promote public awareness of scientific activities, Provide technical scientific data, information and advice, Conduct research and publish and present technical reports and research findings, Liaise with relevant bodies and councils on technology-related matters.

ENQUIRIES APPLICATIONS : Mr. TM Moloi Tel No: (012) 406 2099
 : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-03@dpw.gov.za
FOR ATTENTION : Mr EK Nguyuzza

POST 08/319 : **ARTISAN FOREMAN: PLUMBING WORKSHOP (GRADE A) REF NO: 2026/75**

SALARY CENTRE REQUIREMENTS : R382 047 per annum, (all-inclusive OSD salary package)
 : Pretoria Regional Office
 : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. A valid driver's licence. Knowledge of Project management. Technical design and analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technica consulting. Production, process knowledge and skills. Operating workshop equipment OHS. Skills: Problem solving and analysis. Decision making. Teamwork. Creativity. Change management. Financial management.

DUTIES : Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities related to plumbing according to standards. Test repair equipment and/or facilities against specifications. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Supervise employees to ensure an effective service delivery.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
 : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-01@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/320 : **ADMINISTRATION OFFICER: SECURITY MANAGEMENT REF NO: 2026/76**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Nelspruit Regional Office
 : A minimum three-year tertiary qualification (NQF 6) in Security & Risk Management, Public Administration/ Management Science or equivalent qualification. Relevant years of experience in the field. SSA Security Management Course will serve as an added advantage. Sound knowledge of applicable legislation, policies and practices. Knowledge of Criminal Procedure, Control of access Act, Minimum Information Security Standards, Control of access to Public premises and vehicle Act. Computer Literacy, knowledge of PFMA and Occupational Health and Safety Act (OHS). A valid driver's licence (Code8) and be willing to travel and even work after hours. The applicant must be willing to under the process of Security Clearance.

DUTIES : Assist with the management of the security services unit at Nelspruit Regional Office and all the state properties falling within the jurisdiction of the Regional Office. Conduct physical, personnel, document, communication and IT security appraisals and security investigations. Conduct screening of personnel and other stakeholder. Assist in the development and monitoring of sound security policy, strategy and management and relevant stakeholders. Liaise with SSA, SAPS and other stakeholders in the field of security. Conduct security

awareness. Render advice on security matters and keep track of development in the security field for reviewing security measures in the Unit. Assist in any other general duties assigned by your supervisor.

ENQUIRIES APPLICATIONS : Mr N Mahlangu Tel No: (013) 753 6300

FOR ATTENTION : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-04@dpw.gov.za

POST 08/321 : **ADMINISTRATION OFFICER: CLEANING SERVICES REF NO: 2026/77**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Bloemfontein Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Public Administration/ Management/ Management Science plus appropriate years of experience (Supervisory experience in Cleaning will be an added advantage). A valid driver license. Knowledge and understanding of government procurement processes and other relevant government legislation. Understanding of cleaning materials and equipment, OHS Act, Basic Conditions of Employment Act, PFMA and Public Service Regulations. Knowledge of the government performance management and development system. The candidate will be expected to travel around Free State Province extensively. Skills: Computer literacy (MS Office), effective communication (verbal and written), project management, and conflict resolution skills.

DUTIES : Manage and control cleaning services in the region. Manage and review cleaning contracts. Procurement of cleaning services through the normal procurement processes. Supervision of cleaners as well as managing their performance. Ensure timeous submission of invoices on the on services rendered for payment to service providers and contractors. Conduct random or routine inspections and visits to Magistrate Offices where the department is rendering cleaning services. Ensure compliance with the Occupational Health and Safety Act 85 of 1993, including proper handling of cleaning chemicals and ensuring staff use Personal Protective Equipment (PPE).

ENQUIRIES APPLICATIONS : Ms. N Nkonyana Tel No: (051) 408 7353

FOR ATTENTION : The Regional Manager, Department of Public Works & Infrastructure, Private Bag X20605, Bloemfontein, 9300 or Hand deliver at 18 President Brandt Street. Or email to RecruitBLOEM26-09@dpw.gov.za

POST 08/322 : **HORTICULTURIST: HORTICULTURAL SERVICES REF NO: 2026/78**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Cape Town Regional Office (Groote Schuur Estate Rondebosch)
 : A minimum of three-year tertiary qualification (NQF Level 6) in Horticulture with appropriate years of experience in horticulture. Must be computer literate. Be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills.

DUTIES : Horticulture performs the maintenance and upkeep of the gardens at Prestige Residences, other client departments. Effective and efficient management of the section. Delegating and supervision of personnel at various horticultural sections. Implementing horticultural programmes for garden maintenance. Landscaping of gardens for Prestige Houses & other departments as requested. Report writing and record keeping, filing of documentation etc. Procurement of goods and services. Supervision of staff. Administrative duties i.e. leave etc.

ENQUIRIES APPLICATIONS : Mrs. E Bessick Tel No: (021) 402 2407

FOR ATTENTION : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT26-22@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 08/323 : **ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT REF NO: 2026/79**

SALARY : R325 101 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) in Property Management/ Real Estate/ Law or equivalent qualification. Relevant years of experience in the field. A Drivers' license, prepared to travel, willing to adapt work schedule in accordance with office requirements. Knowledge of the Public Finance Management Act, understanding of the built environment, regulations applicable to the development of property, financial administration processes and systems, contractual policies and procedures, procurement processes and systems. Effective communication, report writing, numeracy, computer literacy, interpersonal relations, general office administrative and organizational skills. Must be resourceful, creative, able to work under stressful situations, ability to communicate at all levels, people orientated, trustworthy punctuality, assertive, hard-working, self-motivated and the ability to work independently.

DUTIES : The provision of support to enhance the utilization potential of state properties. The provision of administrative support to the utilisation of state of properties. The administration of property related contracts and agreements. Assist Director, Utilisation and Contract Administration- Liaise and interact regarding the provision of support to the utilisation of state assets and the administration of related leases. Other Components related to the management- liaise and interact regarding the availability, utilisation and disposal of state assets. Project and Maintenance- liaise and interact regard required upgrading and renovations to state accommodation. Legal Services, Head Office and the Office of State Attorney-Liaise and interact regarding the implementation and administrations of lease contracts. Clients and tenants, landlords or property owners- liaise and interact regarding the provision of accommodation and the administration lease contracts and agreements with regard thereto. Contractors and service providers- liaise and interact regarding the delivery of related services as required. Deeds Office, Surveyor-General's Office, Local Authorities'- interact regarding issues related to property development and building requirements. ESCOM- liaise and interact regard the registration of servitudes. Land Affairs and Land Claims Commission- liaise and interact regard the suitability and use of land.

ENQUIRIES : Ms. R. Jacobs Tel No: (041) 408 2302
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-05@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/324 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2026/80**

SALARY : R325 101 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Property Management; Real Estate; Town and Regional Planning, Building Environment/ Construction, Accounting, Commerce with relevant experience in Property/Accounting/Immovable Asset Register Management. Plus relevant years' experience in asset management or property management, (experience in State land administration and verification of immovable assets (land and buildings) will be added advantage). Valid driver's license. Computer literacy. Decision-making skills. Negotiation skills. Excellent interpersonal skills and communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General,

Municipalities, etc.). Performance such other duties, appropriate to the role, as may be required by Deputy Director.

ENQUIRIES APPLICATIONS : Mr. ZDL Twala Tel No: (041) 408 2072
 : The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-06@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/325 : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2026/81**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Gqeberha Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Public Administration/ Management Science or related coupled with relevant years of experience in facilities management, Knowledge of OHSA, Logis and PMIS and have strong written, verbal communication and computer skills. Be in possession of a valid driver's license and be willing to travel extensively throughout the Eastern Cape Province. Ability to work with budgets and knowledge of procurement of goods and services, PFMA and tender procedures would be an added advantage.

DUTIES : To check and approve requisitions for cleaning\gardening material and equipment and repairs thereof. To compile budget inputs and financial reports. To follow up outstanding orders and invoices and authorize payments. To monitor staff performance. To conduct needs and recommend the appointments. To do inspections, investigations and recommend or institute the discipline or training. To compile technical specifications and do evaluations of contracts and tenders according to required criteria for cleaning and gardening and security contracts.

ENQUIRIES APPLICATIONS : Mr. S. Jikeka Tel No: (041) 408 2074
 : The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-07@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/326 : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS REF NO: 2026/82 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Gqeberha Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Real Estate/ Management/ Contract Administration plus relevant appropriate years of experience in acquisitions of fixed properties, leasing and property administration. A Valid drivers license. Knowledge and understanding of Government procurement procedures and regulations. Understanding of property market and its trends in relation to leasing of accommodation for Government Departments. Strong negotiations skills, verbal and writing communication skills, good interpersonal and mathematical skills. Computer literate.

DUTIES : Procure fixed property. Determine and analyze acquisition options to meet client requirements. Administration of leases. Negotiate and implement the most beneficial and legally acceptable form of acquisitions and leasing of immovable properties. View identified properties as per solicitation of bids. Keep track of property market and its trends.

ENQUIRIES APPLICATIONS : Ms. R Jacobs Tel No: (041) 408 2302
 : The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-08@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/327 : **HORTICULTURIST: FACILITIES MANAGEMENT REF NO: 2026/83**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Pretoria Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 06) in Horticulture. Relevant years of experience in the relevant field. Valid driver's license and be

prepared for extensive travel. Relevant supervisory skills. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.

DUTIES : Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements. Transporting equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Display knowledge of Environmental Legislation.

ENQUIRIES APPLICATIONS : Mr. S Kutu Tel No: (012) 310 5993

FOR ATTENTION : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-02@dpw.gov.za

POST 08/328 : **ARTISAN PRODUCTION: PAINTER: WORKSHOP (GRADE A) REF NO: 2026/84 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R243 597 per annum, (all-inclusive OSD salary package)
: Cape Town Regional Office
: Appropriate Trade Test Certificate in Painting. A valid driver`s License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.

ENQUIRIES APPLICATIONS : Mr. E Ryklief at (066) 185 0207
: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to RecruitCPT26-23@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 08/329 : **ARTISAN: PLUMBING (WORKSHOP) REF NO: 2026/85**

SALARY CENTRE REQUIREMENTS : R243 597 per annum, (all-inclusive OSD salary package)
: Pretoria Regional Office
: Appropriate Trade Test Certificate. A valid driver`s license. Knowledge of OHS Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. Interpersonal skills; basic literacy; technical skills; motivational skills.

DUTIES : Produce designs and conduct maintenance of technical faults: Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; Maintain and repair technical faults related to plumbing, Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan; and Keep and maintain job record/register of maintained and repaired faults.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. RecruitPTA26-03@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/330 : **ARTISAN: BUILDING (WORKSHOP) REF NO: 2026/86**

SALARY : R243 597 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Regional Office

REQUIREMENTS : Appropriate Trade Test Certificate. A valid driver`s license. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. Interpersonal skills; basic literacy; technical skills; motivational skills.

DUTIES : Produce designs and conduct maintenance of technical faults. Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; Maintain and repair technical faults related to building, Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan; and keep and maintain job record/register of maintained and repaired faults.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-04@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/331 : **ADMINISTRATIVE CLERK: TECHNICAL MAINTENANCE REF NO: 2026/88**

SALARY : R228 321 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum Senior Certificate/ Grade 12. No previous experience required. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Ensure coordination and record complaints: Ensure that all complaints are recorded and escalated. Ensure that the complaints are approved on Archibus System. Update the status on the Workx4u system using quotation. Capture quotation on the spreadsheet. Follow up on quotation from Works Managers. Check quotation versus the complaints and calculations. Administer and capture payments; Capture approved funds on the system and forward to SCM for order. Follow up on outstanding orders to be issued from SCM. Receive invoices from SCM, update and forward works manager for certification. Receive the certified invoices from works managers. Adhere to 30 days payments of service providers. Administer the reports and related forms:- Receive a recommended report from Control Works Manager. Submit the complaints reports to the delegated authority for approval. Compile the 415 forms with the reports and forward to works manager. Receive 415 forms from control works manager forward to delegated authority for funds approval. Compile accruals. Render general clerical support services. Keep and maintain the filing system for the component. Arrange travelling and accommodation. Type basic letters and/or other correspondence when required.

ENQUIRIES : Mr. W N Gumede Tel No: (012) 310 5183

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-05@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/332 : **ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2026/89**

SALARY : R228 321 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum Senior Certificate/ Grade 12. No previous experience required. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Register and file new job cards, make follow up on outstanding job cards, monitor the updating of information on job cards, circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders, maintain statistical information, support effective and efficient administration of workshops, ensure continuous adherence to OHSA policies.

ENQUIRIES : Mr. S Kutu Tel No: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-06@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/333 : **PROCESS CONTROLLER: WATER TREATMENT PLANT REF NO: 2026/90**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of Matric/Grade 12 (or NTC III); plus. Operators Certificate. Water Treatment Practice N3; or Wastewater Treatment Practice N3; or the Core Unit Standard from the appropriate NQF 4 Qualification; or NTC III in Water Treatment Practice; OR NTC III in Wastewater Treatment Practice; or Appropriate NQF 4 Qualification. No experience required. Classification as Process Controller by Department of Water Affairs. A valid driver's license and willingness to work shifts.

DUTIES : Screen and strain incoming raw wastewater; Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove grit from chambers. Dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing. Operate effluent and bio solids treatment process; Operate and control panels, motors, pumps and valves to regulate flow of raw wastewater into and from treatment plant. Operate pumps, engines, and generators to process wastewater through primary, secondary and tertiary treatment stages. Observes variations in operating conditions and interpret meter, gauge readings and tests results to determine load requirements. Discharge the sludge to the drying beds. Dispose of dry sludge from the drying bed. Log all daily operations and records meter and gauge readings. Disinfect the wastewater; Take sample of raw water and inflow rate. Analyze the sample to assess chemical dosing requirements. Calculate dosing rates for the inflow rate and adjust dosing apparatus accordingly. Check chlorine content of water and the bacteriological status at regular intervals. Pumps purified water into water mains for supply to consumers. Record daily meter readings and basic lab test results. Monitor the clear water sump or reservoir. Undertake routine maintenance check of the plant; Conduct regular plant inspections. Observe plant control panels and all float switches that control pump performance. Note and report on malfunctioning and defects of facilities. Perform minor preventative and corrective maintenance. Record and report on all work activities at treatment plant. Report all environmental or operational incidents and hazards. Apply sound House-keeping by cleaning work area, tools and equipment. Safekeeping of material, solutions and equipment.

ENQUIRIES : Mr. S Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-07@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/334 : **SUPERVISOR: CLEANING SERVICES REF NO: 2026/92 (X8 POSTS)**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum NQF 3 (Grade 10/ ABET level 4). Knowledge of Garden maintenance practices. Office Administration Operating horticultural equipment. Occupational health and safety. Personnel practices. Labour Relations Act.

DUTIES : Manage and control equipment and materials: identify resource requirements and special operational needs. monitor the condition and availability of equipment. Ensure replacement or repair of faulty/outdated equipment. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services: Ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning. Perform administration functions associated to housekeeping & cleaning services. Identify hazards in the buildings/offices related to fire and electricity. Perform physical inspection of cleaned areas:- Ensure the removal of refuse in the offices and around the buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section: Identify staff requirements in terms of training and development. Review employees' performance.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-08@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/335 : **BOILER OPERATOR: WORKSHOP REF NO: 2026/93 (X3 POSTS)**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Senior Certificate/ Grade 12 and an equivalent recognized national stream certificate. Knowledge of Boiler Operation Occupational Health and Safety Act Operation of equipment, tools and materials. Knowledge of general built environment. Operation of machinery Interpersonal skills. Basic literacy Technical skills. Motivational skills. Supervisory skills. Planning and organizing. Accuracy. Effective communication.

DUTIES : Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, gritt arrester and smoke box.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-09@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/336 : **SUPERVISOR: GROUNDS SERVICES REF NO: 2026/94**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum ABET level 4. Knowledge of Garden maintenance practices; Office Administration. Operating horticultural equipment; Occupational health and safety; Personnel practices. Labour Relations Act. Effective communication skills.

DUTIES : Manage and control equipment and materials-: Identify resource requirement and special operational needs. Monitor the condition and availability of equipment. Ensure the maintenance/servicing of equipment. and other outdoor maintenance tasks-: Prepare, implement and monitor maintenance schedules. Ensure that weeds and grass on bedding are removed. Supervise the fertilisation of soil on flower beds. Perform physical inspection of worked ground areas-: Ensure the removal of garden rubbish/refuse around buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section. Identify staff requirements in terms of training and development. Assist with performance reviews of subordinates. Support the administration of human resources.

ENQUIRIES : Mr L. Nel Tel No: (012) 342 2033
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-10@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/337 : **SUPERVISOR: GROUNDS SERVICES REF NO: 2026/95**

SALARY : R193 359 per annum
CENTRE : Gqeberha Regional Office

- REQUIREMENTS** : A minimum ABET level 4/Grade 12; valid driver's license code B and be prepared for extensive travel; Knowledge on horticulture practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting skills; effective communication (written and verbal) adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy. A valid pest control certificate. Chainsaw competency certificate and knowledge of environmental legislation will be added advantage.
- DUTIES** : Support the administration of the section, assess, supervise and co-ordinate horticulture staff in carrying out the service. Ensure the quality of work and adherence to safety requirements, transporting staff, equipment and materials to various sites. Identify resources requirements as per operational needs, replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Advantageous: Valid PCO: Chainsaw competency certificate. Display knowledge of Environmental Legislation.
- ENQUIRIES APPLICATIONS** : Mr. S. Mda Tel No: (041) 408 2357
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-10@dpw.gov.za
- FOR ATTENTION** : Ms PT Buwa
- POST 08/338** : **SUPERVISOR: GROUNDS SERVICES: HORTICULTURE: FACILITIES MANAGEMENT REF NO: 2026/96**
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum
: Cape Town Regional Office (Rondebosch)
: A minimum ABET level 4. No experience required. Have exposure in dealing with people of high profile like judges and magistrates. Be able to handle a large staff component. Knowledge: Garden maintenance practices, Occupational Health and Safety, operating horticultural machinery and equipment. Skills: Conflict resolution, effective communication and problem-solving skills. Have a valid driver's license with PDP and be prepared to travel. Willing to adapt work schedule in accordance to office requirements.
- DUTIES** : The Supervision of personnel and horticultural. Manage and control equipment and material. Supervise and ensure maintenance of garden and flower beds and other outdoor maintenance. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance. Perform general supervision and support the administration of the section. Supervise of plot clearing and firebreaks.
- ENQUIRIES APPLICATIONS** : Ms. E. Bessick Tel No: (021) 402 2407
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Or email to RecruitCPT26-25@dpw.gov.za
- FOR ATTENTION** : Ms. C Rossouw
- POST 08/339** : **SUPERVISOR: CLEANING SERVICES REF NO: 2026/97 (X4 POSTS)**
Re-advertisement, People who previously applied must re-apply.
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum
: Johannesburg Regional Office
: A minimum Grade 12/Senior Certificate/Abet Level 4. Must be prepared to travel, willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials. Cleaning procedures. Operating cleaning equipment. Occupational health and safety, Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels, ability to work independently.
- DUTIES** : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and

cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr K Muthivheli Tel No: (011) 713 6079
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-04@dpw.gov.za
FOR ATTENTION : Mr M Mudau

POST 08/340 : **SECURITY OFFICER: PHYSICAL SECURITY - SECURITY MANAGEMENT SERVICES REF NO: 2026/98 (X8 POSTS)**
Re-advertisement for Ref No: 2026/20, People who previously applied must re-apply.

SALARY : R163 680 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum Grade 10/ ABET level 3 plus Grade E, D, C (PSIRA) Registration certificate, Knowledge: Security legislation and the Minimum Physical Security Standards (MISS) Act; risk management, firefighting; first aid.

DUTIES : Perform access control functions. Ensure safety and security in the buildings, premises and land parcels. Monitor the movement of movable assets. Ensure effective record keeping. Patrolling. Report security breach incidents. Assist OHS as fire Marshals. Assist with Evacuation Drills.

ENQUIRIES : Mr T Marageni Tel No: (012) 406 1632
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-27@dpw.gov.za
FOR ATTENTION : Ms NP Mudau

POST 08/341 : **TRADESMAN AID REF NO: 2026/99 (X15 POSTS)**

SALARY : R163 680 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum NQF level 3 (Grade 10 certificate or equivalent). Operation of equipment, tools and chemicals; Technical maintenance; Occupational health and safety. Operation of machinery Interpersonal skills. Effective communication.

DUTIES : Provide assistance in the maintenance of facilities-Assist with checking and reporting of faults. Assist Artisans with obtaining quotations related equipment and materials required. Provide support with testing and basic repairs of equipment and/or facilities as directed. Maintain workshop tools and equipment. Detect and report malfunctioning of workshop equipment and tools. Repair minor defects of equipment and tools. Maintain good housekeeping of the workshop: Maintain an organised working environment to avoid slip and trip risks. Ensure correct marking, storage of all maintenance material. Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts. Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-11@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/342 : **TRADESMAN AID REF NO: 2026/102 (X2 POSTS)**

SALARY : R163 680 per annum
CENTRE : Polokwane Regional Office (AFB Hoedspruit)
REQUIREMENTS : A minimum NQF level 3 (Grade 10 certificate or equivalent). (N3/ NCV 4 in Engineering Studies will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. (Knowledge of building materials and equipment will be an added advantage).

DUTIES : Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES : Mr. A. Radebe Tel No: (015) 291 6440
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-04@dpw.gov.za

FOR ATTENTION : Mr. NJ Khotsa

POST 08/343 : **DRIVER OPERATOR: WORKSHOP REF NO: 2026/103 (X4 POSTS)**

SALARY : R163 680 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Junior or equivalent certificate; or ABET. Code 08 and/or Code 10 driver's license: knowledge of Minimum Information Security Standards (MISS) Act, basic literacy; basic numeracy. The National Road Traffic Act Regulations. Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills.

DUTIES : Transport work teams and materials/equipment to sites- Complete vehicle logbook, trip authorization for the vehicle. Pick-up and drop off workers from various areas as assigned. Verify the types of materials being loaded on vehicle. Perform other driver-related services. Drive departmental officials, clients and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Take proper care of the assigned departmental vehicle. Perform daily inspections on all assigned vehicles, at the beginning of each shift. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Perform general administrative activities. Ensure schedules are updated. Make copies of relevant documents. Ensure that all the relevant documents are filed.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-12@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/344 : **DRIVER OPERATOR: CLEANING REF NO: 2026/104 (X2 POSTS)**

SALARY : R163 680 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Junior or equivalent certificate; or ABET. Code 08 and/or Code 10 driver's license: knowledge of Minimum Information Security Standards (MISS) Act, basic literacy; basic numeracy. The National Road Traffic Act Regulations. Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills.

DUTIES : Transport work teams and materials/equipment to sites- Complete vehicle logbook, trip authorization for the vehicle. Pick-up and drop off workers from various areas as assigned. Verify the types of materials being loaded on vehicle. Perform other driver-related services. Drive departmental officials, clients and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Take proper care of the assigned departmental vehicle. Perform daily inspections on all assigned vehicles, at the beginning of each shift. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Perform general administrative activities. Ensure schedules are updated. Make copies of relevant documents. Ensure that all the relevant documents are filed.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-13@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/345 : **DRIVER REF NO: 2026/105**

SALARY : R163 680 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of Junior or equivalent certificate or ABET. Must have a Code 10 driver's license plus PDP. Knowledge of Minimum Information Security Standards (MISS) Act, basic literacy, basic numeracy. Skills: Effective communication (verbal and written), interpersonal relations, planning of work processes, time management, driving skills. Personal Attributes: Hard working, trustworthy, punctuality, accuracy, polite, helpful, honesty and flexibility.

DUTIES : Collect cleaning materials, cleaning machines, and documentation and deliver to specified persons/ destinations. Drive departmental officials and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Complete transport schedule regarding trips travelled. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Report any accidents, injuries, and vehicle damage. Support Facilities Management related activities.

ENQUIRIES : Mr KC Muthivheli Tel No: (011) 713 6097
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-05@dpw.gov.za

FOR ATTENTION : Mr M Mudau

POST 08/346 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2026/106 (X3 POSTS)**

SALARY : R163 680 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Grade 10/ ABET level 3 plus Grade E, D, C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS&A & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

DUTIES : To provide physical security services at Pretoria Regional Office buildings. To protect the lives, property assets and interest of department at the Pretoria Regional Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

ENQUIRIES : Ms M. Shingange Tel No: (012) 492 3137
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-14@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/347 : **CLEANER: CLEANING SERVICE REF NO: 2026/107 (X13 POSTS)**

SALARY : R138 486 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment.

DUTIES : Cleaning court and cells, cleaning toilets, basins and wall tiles, empty and wash floors. Sweeping passages, floors, offices and pavements. Scrubbing, moping

and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES APPLICATIONS : Ms E Nkwinka Tel No: (013) 753 6396
: Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Deliver to No 30 Brown Street Nedbank Building 9th Floor. Or email to RecruitNEL26-05@dpw.gov.za

FOR ATTENTION : Mr EK Nguyuzza

POST 08/348 : **CLEANER: CLEANING SERVICES REF NO: 2026/108 (X23 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum
: Pretoria Regional Office
: A minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Knowledge of cleaning practices. Knowledge of operating cleaning equipment. Occupational health and safety. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Planning and organizing. Accuracy. Effective communication.

DUTIES : Clean the buildings: Empty dustbins. Dust and polish wood tables and other wooden furniture. Refill water bottles with fresh water. Clean windows and walls. Wash floors and vacuum carpets. Clean toilets: Deep cleaning of toilets. Refill toilets dispensers with toilet papers and hands washing soap. Wash toilet floors. Clean kitchens: Wash kitchen floors. Cleaning of kitchen utensils. Assist with tea and coffee during forums and other meetings. Render assistance regarding the general safety of buildings: Report defects encountered during cleaning. Alert working staff of slippery floors and stairs. Alert supervisor of failed light bulbs and locks not working.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-15@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/349 : **CLEANER: CLEANING SERVICES REF NO: 2026/109 (X6 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum
: Gqeberha Regional Office
: A minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES APPLICATIONS : Mr. VR. Maqetuka Tel No: (041) 408 2199
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-12@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/350 : **CLEANERS (X9 POSTS)**

SALARY CENTRE : R138 486 per annum
: Polokwane Regional Office
: Lephhalale Magistrate Court Ref No: 2026/110A (X1 Post)
: Mookgophong Magistrate Office Ref No: 2026/110B (X2 Posts)
: Moutse Magistrate Court Ref No: 2026/110C (X1 Post)
: Bochum Magistrate Court Ref No: 2026/110D (X1 Post)
: Sibasa Regional Court Ref No: 2026/110E (X1 Post)
: Vuwani Magistrate Court Ref No: 2026/110F (X2 Posts)
: Dzanani Magistrate Court Ref No: 2026/110G (X1 Post)

REQUIREMENTS : A minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Ability to work physically for long hours. Exposure to cleaning chemicals and hazardous working conditions. Ability to handle cleaning equipment and conduct stock count.

DUTIES : The effective cleaning of buildings-: Empty dustbins, Dust and polish wood tables and other wooden furniture, Refill water bottles with fresh water, Clean windows and walls, Wash floors and vacuum carpets. The effective cleaning of toilets: Deep cleaning of toilets, Refill toilets dispensers with toilet papers and hands washing soap, Wash toilet floors. The effective cleaning of kitchens- Wash kitchen floors, Cleaning of kitchen utensils, Assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings- report defects encountered during cleaning, Alert working staff of slippery floors and stairs, Alert supervisor of failed light bulbs and locks not working.

ENQUIRIES : Mr M.P. Morudu Tel No: (015) 291 6386
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-05@dpw.gov.za

FOR ATTENTION : Mr. NJ Khotsa

POST 08/351 : **GROUNDSMAN REF NO: 2026/111 (X12 POSTS)**

SALARY : R138 486 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Grade 10 or standard 8, ABET level 4. No experience required. Knowledge of Garden maintenance practices. Operating horticultural equipment. Occupational health and safety. Operation of machinery. Interpersonal skills. Basic literacy. Effective communication.

DUTIES : Maintain premises and surroundings: Clean premises and surroundings. Empty dirt bin. Maintain the garden: Water the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Remove dead flowers and plants. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Clean protective equipment Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts: Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES : Mr. S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-16@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/352 : **GROUNDSMAN REF NO: 2026/112**

SALARY : R138 486 per annum
CENTRE : Nelspruit Regional Office (Wakkersroom)
REQUIREMENTS : A minimum Grade 10 or standard 8, ABET level 4. No experience required. Good communication, leadership and organizational skills.

DUTIES : Maintain premises and surroundings: Clean premises and surroundings. Empty dirt bin. Maintain the garden: Water the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Remove dead flowers and plants. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Clean protective equipment Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts: Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES : Mr J E Mkhari Tel No: (013) 753 6347
APPLICATIONS : Nelspruit Regional Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-06@dpw.gov.za

FOR ATTENTION : Mr EK Nguyuzza

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

- APPLICATIONS** : 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. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: PA"
- CLOSING DATE** : 20 March 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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 POST

- POST 08/353** : **PERSONAL ASSISTANT "REF NO: PA"**
- SALARY** : R325 101 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification as recognised by SAQA. Minimum of 3 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management). A B Degree in Office Practice, Secretarial Studies or Business Administration will be an added advantage. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Computer literacy (MS Office Packages and Microsoft Teams). Have proven competencies: Communication skills (oral and written) and interpersonal skills, Administrative and secretariat skills, problem solving and decision support, confidentiality, ethics and professionalism, digital literacy and systems proficiency and stakeholder management, coordination, planning, organisation and time management and financial and procurement administration skills and adaptability and resilience.
- DUTIES** : Provide a receptionist and front-line support services inclusive of but limited to receiving, screening, directing or prioritising telephone calls, emails and digital correspondence, clarifying instructions and accurately relaying messages etc. Scrutinize electronic documents and submissions to identify required actions, information gaps and supporting documentation for meeting. Collect, compile and organise meeting packs and briefing documents using electronic document management systems (EDMS). Manage and coordinate the Senior Manager's the diary using digital calendar systems, ensuring effective management and prioritisation. Coordinate travel arrangements (flights, accommodation, car rentals) through approved online travel management

systems and service providers. Manage the flow of information and correspondence to and from the Office of the Senior Manager through electronic workflows and digital filing systems. Provide budget inputs and supporting information to assist the Senior Manager with MTEF submissions and planning processes. Liaise with internal and external stakeholders through digital communication platforms to coordinate responses, action plans and progress updates. Communicate with the Ministry and the Office of the Director-General regarding submissions, reports and work-related correspondence required by the Senior Manager.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097

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** : 20 March 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at 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 refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post. 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 posts of Finance Clerk (POST 04/134 & POST 04/134 advertised in PSVC 04 of 2026 are withdrawn and replaced with the version herein.

OTHER POSTS

- POST 08/354** : **FINANCE CLERK: FINANCIAL CONTROL AND ACCOUNTING REF NO: DT 14/2026 (X2 POSTS)**
(6 Months Contract)
This is a readvertisement, persons who previously applied must re-apply
- SALARY CENTRE** : R228 321 per annum, plus 37% in lieu of service benefits
: Pretoria

REQUIREMENTS : Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, Safetyweb, LOGIS etc) will be an added advantage Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office equipment.

DUTIES : Clearing BAS exceptions online, Request BAS reports and clear PMG accounts, Process journals on BAS, Receive entity information to create, import, link or to maintain on BAS and LOGIS, Capture on Safetyweb and obtain Bank detail verification, Create, import, link or amend entities on BAS and LOGIS, File entity information and make sure all entities have a verified report from Safetyweb and a CSD report if applicable, Archive to storeroom, Attends to enquiries received with regards to entities, Sign off Logis Procurement form for verification of banking details, Check verification status of project bank details prior to payment processing, Receive and print notification (e-mail) from National Treasury for CR transfer payments to authorize, Receive copies of payment documents and payment stub from Credit section, Check and Verify that the information captured on BAS is correct on Safetyweb and authorize, Print a status report on Safetyweb, update register and file and the documents, Receive Financial batches from different sections, Verify and sign reports that all batches are received, Reconcile user report with the BAS payment register, Sort batches in form type and number sequence, Reconcile batches received with the different BAS registers, Ensure that the checklists are completed, forms are signed, that there are supporting documents attached and the paid stamp is on each document, Send incomplete documents back to the section with written explanation of the problem, Follow-up outstanding cases, File reconciled payment registers and batches in storeroom and maintain the neatness of the documents, Archive of documents, Print and reconcile payment stubs and disbursement reports, Attend to queries related to the section, Filing payment stubs in disbursement date sequences, Extracting payment stubs for internal and external clients on request.

ENQUIRIES : Ms N Molefe Tel No: (012) 444 6228
APPLICATIONS : Recruitment1426@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 08/355 : **FINANCE CLERK: CREDITORS, TRAVEL, ACCOMODATION AND SUBSISTANCE REF NO: DT15/2026**
(6 Months Contract)
This is a re-advertisement, persons who previously applied must re-apply.

SALARY : R228 321 per annum, plus 37% in lieu of service benefits
CENTRE : Pretoria
REQUIREMENTS : Matric (with subjects Mathematics and Accounting). Basic knowledge and insight of 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) will be an added advantage. Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office equipments. Ability to manage projects independently, Knowledge and skills in financial management, Ability to interpret and apply policies, strategies and legislation.

DUTIES : Receive claim forms from officials / clients (outside department), Check if claims are: (Correctly compiled and amounts calculated per period away, Copy of agenda, transport, travel request form or invitation is attached, Original receipts for actual expenses e.g. tollfees, taxi and parking are attached, Ensure that the claim is signed / approved before processing, Verify if advance was taken for trip), Capture on PERSAL., Attend to enquiries, Claims to be recorded in register and filed on weekly basis after stamped paid, Receive T&S Advance forms from officials within the department for domestic trips, Check if the advance is: (Correctly calculated according to the period away, Ensure that the advance is signed / authorized, If copy of agenda, transport or travel request form or invitation is attached), Capture on BAS, Verify correctness of: allocation, invoice number, amount, banking details and signatures, Verify

limits of cellphones & 3G claims per official and also certify tax invoice, Download information from BAS and compile register of Bas payments for payments captured, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping. Attend to enquiries relating to payments, Receive LOGIS on-line orders from Procurement, Verify: invoice number, order number, allocation, amounts, banking details and signatures, Capture orders, Download information from BAS and compile register of LOGIS payments, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping, Attend to enquiries relating to LOGIS payments.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms A Griesel Tel No: (012) 444 6244
- : Recruitment1526@tourism.gov.za
- : EE Requirements: Coloured Male and White Male candidates as well as youth and people 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** : 23 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.

MANAGEMENT ECHELON

- POST 08/356** : **CHIEF INFORMATION OFFICER REF NO: CMSB-123**
Overview: To provide strategic leadership and oversight of the department's information and communication technology (ICT) systems, digital initiatives, and cybersecurity posture. To ensure applications and technology investments support business goals, enhance operational efficiency, and drive innovation across the organisation.
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF 7 level as recognised by the SAQA in Information Technology/ Computer Science/ Informatics/ related qualification majoring in ICT. 5 years' experience at a senior management level in an ICT Industry environment. Key Requirements: Senior managerial experience (5+ years) leading ICT strategy, digital transformation or enterprise architecture. Proven experience designing and implementing ICT strategies and annual ICT plans aligned to organisational objectives. Experience managing enterprise infrastructure, applications and technology lifecycle planning (networks, servers, cloud, databases). Experience in cybersecurity governance, disaster recovery and business continuity planning: Knowledge and practical application of industry frameworks (COBIT, ITIL) and ICT governance. Experience in innovation initiatives (process automation, cloud migration, modernization) and emerging technology evaluation. Track record as a budget holder and managing large ICT budgets and service provider contracts. Proven

stakeholder management with senior leadership, DPSA, GITOC, service providers and external partners. People management experience including building and leading multidisciplinary ICT teams. Programme and project management experience (delivery of complex ICT programmes) and monitoring M&E. Strong report-writing, presentation and communication skills; ability to prepare briefs for senior managers and ministers. Technical proficiency with Microsoft Office and familiarity with ICT management, monitoring and CRM systems.

DUTIES : Provide Strategic Leadership: Develop and implement a medium-term ICT strategy aligned with the department's mission, DPSA and GITOC directives. Oversee annual ICT plans derived from the medium-term strategy and monitor implementation. Serve as strategic ICT partner to branches to align technology initiatives with business objectives. Report quarterly and annually on ICT strategy implementation and outcomes. Manage Technology Operations & Infrastructure: Oversee design, development, maintenance and availability of ICT infrastructure, applications and systems. Ensure network reliability, system scalability and effective enterprise architecture. Manage technology lifecycle planning and operational resilience. Cybersecurity & Risk Management: Develop and oversee implementation of cybersecurity strategy and annual cybersecurity plans. Ensure disaster recovery and business continuity planning and annual reviews. Ensure compliance with industry regulations and applicable legislation; manage IT risk registers and mitigation measures. Innovation & Digital Transformation: Identify and assess emerging technologies to improve departmental performance and service delivery. Lead initiatives for process automation, cloud transformation and modernization. Partner with branches to streamline workflows and enhance customer experience through digital solutions. Management of the Chief Directorate: Lead strategic planning, risk management, budgeting, projects, operations and reporting for the Chief Directorate. Manage financial, human and asset resources, service providers and vendor contracts. Build and mentor the ICT team, identify skills gaps and ensure continuous learning and development. Stakeholder Management: Develop and implement a stakeholder engagement framework and annual plans. Establish and maintain strategic partnerships with dtic branches, DPSA, GITOC, service providers and other stakeholders. Represent the department in ICT fora and coordinate cross departmental ICT initiatives.

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to African male candidates and persons with disabilities.

POST 08/357 : **DIRECTOR: RESEARCH MANAGEMENT REF NO: RESEARCH-012**
 Overview: To conduct and manage research and to develop the research agenda for the Department, including managing Strategic Research Partners (SRPs).

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7 as recognised by the SAQA in Economics or Econometrics or a relevant qualification. 5 years' experience at a middle/ senior managerial level in Research and Research Management environment in both Private and Public Sectors. Key Requirements: Proven experience in designing and managing a medium-term research agenda for a large organization. Experience producing economic intelligence briefs and applied economic analysis for policy audiences. Experience managing research programmes and strategic research partners (contracting, commissioning and project management). Experience managing knowledge centres, libraries or research repositories and procurement of data sources. Strong analytical skills with the ability to interpret economic indicators and present findings clearly. Experience coordinating research across multiple teams and producing consolidated outcomes/ reports. Experience in presenting economic information to senior stakeholders and foreign economic representatives. Proven people management experience, including supervision, staff development and performance management. Experience managing programme budgets and reporting on financial and operational risks. Excellent report-writing, presentation and communication skills; proficiency in MS Office and data tools. Willingness and ability to travel locally and internationally as required.

DUTIES : Development of medium-term research agenda. Conceptualise and manage the department's medium term research agenda. Develop technical capacity in

priority research areas and ensure access to international best practice methodologies. Provide advice and guidance on industrial development research. Coordination of research across the dtic and production of outcomes. Produce monthly economic intelligence briefs and policy oriented economic analysis. Track and participate in international, regional and local economic policy debates. Coordinate research inputs across divisions and consolidate analytical outputs for policy use. Management of the dtic's Knowledge Management Centre (KMC). Supervise the operation of the Knowledge Management Centre, including procurement and maintenance of databases and library resources. Manage financial reporting for the KMC and ensure access to relevant economic databases and media sources. Management and implementation of the Strategic Research Partners (SRPs) programme. Oversee the Strategic Research Partners programme: develop TORs, commission research and manage SRP contracts. Project manage contracted research, disseminate SRP outputs and develop policy advocacy interventions based on SRP findings. Compile and present economic information to ambassadors and missions. Collect and analyse economic indicators and prepare concise briefs for Ambassadors/Foreign Economic Representatives. Support SA foreign economic missions with economic intelligence and market insights. Directorate management. Manage staff, financial resources and assets of the directorate. Lead strategic and operational planning and ensure timely reporting on business plans and targets.

**ENQUIRIES
NOTE**

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

POST 08/358

: **DIRECTOR: OPERATIONS REF NO: IFB-010**
 Overview: To give support to the Chief Directorate: Industrial Financing in the successful pursuit of the Branch's vision, mission and strategic objectives in order to assist in ensuring that the Branch contributes to the departmental strategies and governments priorities.

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 in Economics / Finance / Business Administration / Public Management / Commerce. 5 years of experience at a middle/senior managerial level in Programme Management in a public and or private developmental financial environment. Key Requirements: Experience in organisational strategic planning, performance and financial management, monitoring and evaluation. Experience in Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Experience in performance management, risk management, Stakeholder management and Change management. Strategic Management Project Management, Financial Management and Computer Literacy (Microsoft Office Package). Knowledge and understanding of public Service Regulations, Public Service Act, Public Finance management Act and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic.

DUTIES

: Strategic Management: Commissioning of research that informs the Branch's operations and strategy. Provide guidance and coordinate the implementation of the Branch's strategy. Coordinate the Branch's strategic and operational plans and ensure alignment with the Department's strategy and government priorities. Develop clear measurable objectives and performance indicators for the Branch that informs both the Annual Performance Plan as well as the Strategic Plan for the department. Manage that the Branch's input into the Medium-Term Expenditure Framework (MTEF) is underpinned by the Human Resource Plan, the Service Delivery Improvement Plan and the information and Communication Technology Plan. Coordinate the Branch's strategic planning events and processes to ensure alignment with the governmentwide budgeting and planning cycle. Manage the reporting and accounting responsibilities of the Branch and facilitate the co-ordination amongst the various units so that the work is delivered in accordance with the timelines set for government reporting. Coordinate and provide input into the quarterly performance and risk reports. Operational Management: Plan the activities for the Branch and assist the CD with the management of the human and financial resources of the Branch. Coordinate the requirements of the incentive programmes in terms of the abilities of the available personnel. Provide guidance to the units and personnel of the Branch. Manage the Labour

relations matters for the Branch. Coordinate the relevant committees including OPSCOM, the dtic Risk Management Committee and other relevant committees. Management of processes and systems that provide effective IT, Operations and Financial Management Functions. Ensure compliance with PFMA and other Government policies. Ensure Service Delivery in all areas of the Branch. Strategic and Operational Support to the Senior Management in the branch: Implement budget processes and perform strategic monitoring for the Branch. Ensure that all audit opinions are actioned and internal systems developed in line with internal auditors and the Auditor-General recommendations. Manage contracts and procurement processes for the Branch. Provide support on strategic operations, performance audits and strategic communication. Provide support for the effective utilisation of resources for the Branch. Prepare background-briefing reports and data analysis presentation to support the CD. Co-ordinate and or draft strategic responses to parliamentary questions and prepare strategic presentations to Parliament. Represent the CD at committees. Advise the CD on the development and implementation of departmental, operational and financial plans. Strategic Monitoring and Reporting: Monitor the performance of the Branch against the operation plan, Annual Performance Plan and Strategic Plan and introduce corrective measure where necessary. Manage the co-ordination of the Branch's reporting to Parliament. Develop interventions for improved performance of the Branch against the Departmental objectives, targets and goals. Manage the co-ordination of interventions for improved performance of staff members and business units within the Branch. Stakeholder Management: Identify and engage strategic stakeholders including other departments, Development Finance Institution (both National and International), the Portfolio Committee of Trade and Industry and relevant provincial and local authorities that can assist, through a supportive policy environment, in the seamless implementation of incentive programmes. Liaise, consult and network with appropriate and relevant stakeholders for developing joint programs. Ensure effective communication of the work of the Branch to key stakeholders. Manage the effective implementation of Batho Pele in all areas of service delivery to stakeholders. Facilitation: Facilitate and co-ordinate requests for information from Developmental Finance Institutions (DFIs) that are reporting to the Branch. Draft the assessment reports for the DFIs that are reporting to the Branch and advise the CD on the performance of these DFIs. Facilitate and co-ordinate quarterly progress meeting with DFIs to discuss poor performance and provide guidance on intervention strategies.

**ENQUIRIES
NOTE**

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
 : In terms of the dtic's EE requirements, preference will be given to African male candidates and persons with disabilities.

OTHER POSTS

POST 08/359

: **ECONOMIST REF NO: RESEARCH-013**
 Overview: To conduct research, identify strategic research needs and manage commissioned research studies.

**SALARY
CENTRE
REQUIREMENTS**

: R1 059 105 per annum, (all inclusive)
 Sunnyside, Pretoria
 : B Degree (NQF 7) in Economics or Econometrics or relevant qualification. 3-5 years' managerial experience in a research and policy environment in private/ public sector. Key Requirements: Proven experience conducting applied economic research and producing policy-relevant papers or briefs. Experience in drafting Terms of Reference, managing commissioned research and supervising external Research Partners. Experience compiling and analysing economic and sectoral data, and producing timely analytical reports. Experience managing research project budgets and monitoring expenditure (programme level). Experience maintaining research registers and knowledge repositories (databases, libraries). Strong stakeholder engagement experience with government, research institutions, private sector and development partners. Experience in coordinating multi-stakeholder research projects and facilitating steering committee processes. Excellent written and verbal communication skills, including report-writing and presentation skills. Project management skills and the ability to meet deadlines and deliverables. Computer literacy (MS Office) and familiarity with economic/ data analysis tools.

DUTIES

: Identification of Research Needs: Identify future and over-the-horizon research topics with potential impact on South Africa's economy. Produce policy-relevant thought papers and economic analysis to support the Director and Senior Management. Project Initiation and Review: Draft Terms of Reference and letters of engagement for commissioned research. Prepare SRPs recommendation submissions and maintain a register of follow-up actions and interventions. Produce economic analysis for policy-oriented audiences. Facilitation and Monitoring of the Strategic Research Partners (SRPs) programme: Facilitate and monitor research commissioned to SRPs and monitor progress of studies. Monitor SRPs programme expenditure and ensure value-for-money and deliverable compliance. Oversight and Administrative Support: Provide support for the effective operation of the Knowledge Management Centre. Project-manage research projects commissioned to SRPs, establish steering committees, and disseminate outputs. Compile and maintain registers and ensure timely administration of research contracts. Stakeholder Management: Facilitate collaboration and knowledge sharing on microeconomic policy, enterprise development and competitiveness. Build and maintain relationships with government departments, research institutions, private sector and development partners. Ensure alignment of stakeholder contributions with strategic and policy object.

ENQUIRIES
NOTE

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

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- FOR ATTENTION** : Recruitment Unit. Room 4034
- CLOSING DATE** : 27 March 2026
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 08/360** : **DIRECTOR: STRATEGIC PLANNING AND MONITORING REF NO: DOT/HRM/2026/04**
Branch: Office Of the Director-General
- SALARY** : R1 266 714 per annum of which 30% can be structured according to individual's needs, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF 7 qualification as recognised by SAQA in Public Management/ Administration / Strategic Management / Business Administration / Government Administration and Development / Corporate Governance with minimum of 5 year's working experience at a middle/senior managerial level in a strategic planning environment. Knowledge and skills: Knowledge and understanding in the Government Integrated System, Knowledge and expertise of strategic management processes in government, knowledge and experience of parliamentary and legislative processes, Political awareness and familiarity with board lines of government policy, Ability to liaise effectively with senior government officials and politicians, Analytical skills,

compilation of management report and Project management skills. Communication; Financial Management; Strategic capability & leadership; people management & empowerment, project / programme management, client orientation, change management.

- DUTIES** : Manage the development and implementation of the Department's strategic plans and annual performance plans; Conduct research towards ensuring that the Departmental strategy remains abreast with national priorities, guidelines, frameworks and best practices, Facilitate the successful implementation of the Department's strategic plan and annual performance plans (in line with national priorities and frameworks), Prepare the five -year strategic plan, three-year Annual Performance Plan and Annual Operational Plan based on inputs received from all relevant managers and as signed off by the relevant senior managers. Improve the capacity of the Department on matters related to strategic and operational planning and monitor the implementation of the Departmental Strategic Plan and Annual Performance Plan; Provide and facilitate information sessions to management and officials towards improving their understanding of strategic planning, operational planning and the annual Performance Plan; Provide specialist advise to the Department's management and entities of transport on Strategic Plan and Annual Performance Plan; Ensure that resolutions taken during national and/or provincial meetings on matters related to strategic planning, monitoring and evaluation are complied with and reported thereon. Facilitate the development and implementation of the service delivery improvement plans and initiatives; Manage the development, implementation and review of the SDIP Policy; Manage the establishment of the SDIP Committee. Participate in risk management for the department; Participate in the identifying of risks to achievement of shareholder objectives. Manage the development of quarterly, annual reports and MTDP reports for the Department; Facilitate the development of quarterly performance reports, signed off by the respective managers; Submit the quarterly reports to Internal Audit, EXCO, DPME and portfolio committee on transport; Facilitate the reporting of all required DoT reports, as and when required as well as development of the annual reports. Manage the resource of the Directorate; Monitor and ensure effective and efficient co-ordination of activities; Ensure proper utilization of the budget; Manage the assets of the directorate; Provide guidance to staff.
- ENQUIRIES** : Ms Hlengiwe Ngwenya Tel No: (012) 309 3313

OTHER POSTS

- POST 08/361** : **DEPUTY DIRECTOR: BIDDING REF NO: DOT/ HRM/2026/05**
- SALARY** : R896 436 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF Level 6 qualification in Supply Chain Management/ Logistics/ Commercial Studies with 5 years relevant experience in supply chain management field of which 3 years must be at a junior management or Assistant Director level. Knowledge and Skill: Sound and in-depth knowledge of the Supply Chain Management Framework and regulations, knowledge of PFMA and Treasury regulations, knowledge of preferential Procurement Policy Framework, PAIA and POPI Act, knowledge of the Demand and Acquisition management and Basic Accounting System, knowledge of the National Treasury SCM Guidelines and the BBBEE Act, knowledge of the Public Service Act and Public Service Regulations 2016, knowledge of the compilation of the management reports, computer literacy skills.
- DUTIES** : Manage the acquisition process. Manage the bidding process, Manage the sourcing of bids and quotes and according to the threshold values determined by National Treasury. Manage SCM compliance. Manage the resources of the Sub-directorate.
- ENQUIRIES** : Ms Reinette de Villiers Tel No: (012) 309 3248
- POST 08/362** : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: DOT/HRM/2026/06**
 Branch: Corporate Services
- SALARY** : R896 436 per annum (Level 11), (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA on Security Management/ Policing Management/ Corrections Management with 3 years

experience at a management or Assistant Director level within the security environment. Security Managers Course as offered by State Security Agency/ South African Defence Force or South African Police Service. Valid Security Clearance Certificate issued by State Security Agency is highly recommended. Knowledge and skills: knowledge of the MISS and other relevant security directives, legislation and regulations. Leadership and management experience. Effective communication skills at all levels. Report writing and presentation skills. Detection, analytical thinking, decision making and motivational abilities. High level of honesty and integrity. Computer literacy. Compilation of management report. PFMA. Communication verbal & written; financial management; Strategic capability & leadership; People management; Project/Programme management: Change management.

DUTIES : Develop, Implement and manage an effective document classification and protection programme. Develop, Implement and ensure effective management of information communication and technology security. Develop, Implement and manage educational security (security/ awareness, induction, briefings, etc). Provide document, ICT, personnel security advisory services to DoT agencies, transversal functions, events, etc. Manage events security and special assignments for Department. Manage the resources of the Sib-directorate.

ENQUIRIES : Ms Rose Masilela Tel No: (012) 309 3767

POST 08/363 : **ASSISTANT DIRECTOR: BIDDING REF NO: DOT/ HRM/2026/07**
Branch: Office of the Chief financial Officer

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Supply Chain Management / Logistics Management/ Public Procurement Management with 3 years relevant experience at a supervisory or practitioner level in supply chain management. Knowledge And Skills: Knowledge of the Supply Chain Management Framework and regulations, knowledge of PFMA and Treasury regulations, knowledge of preferential Procurement Policy Framework, PAIA and POPI Act, knowledge of the Demand and Acquisition management and Basic Accounting System, knowledge of the National Treasury SCM Guidelines and the BBBEE Act, knowledge of the Public Service Act and Public Service Regulations 2016, knowledge of the compilation of the management reports, computer literacy skills.

DUTIES : Coordinate, review, research, analyse and plan the procurement needs of the department; Coordinate review, collect and collate information for the annual procurement plan; Monitor the compilation of tender/quotation specifications as required; Coordinate, review and execute the bidding process; Manage SCM compliance and Performance Management and Reporting, Manage the resources of the section.

ENQUIRIES : Ms Reinette de Villiers Tel No: (012) 309 3248

POST 08/364 : **ASSISTANT DIRECTOR: INCOME REF NO: DOT/ HRM/2026/08**
Branch: Office of the Chief Financial Officer

SALARY : R468 459 per annum (Level 09), (all-inclusive)
CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF level 6 qualification as recognised by SAQA in Financial Management/ Accounting with 3 years relevant working experience at a supervisory or practitioner level in finance. Knowledge And Skills: Good knowledge and experience of BAS, skills in reading and interpreting BAS and PERSAL reports, sound knowledge of the PFMA and Treasury Regulations, computer literate with excel spreadsheets, knowledge and skills with Pay Master general accounts, analytical and problem-solving skills, excellent interpersonal and communication skills (verbal and written), sound mathematical and accounting skills, planning and organizing skills, management and leadership skills, decision making skills; Communications; Financial management; people management & empowerment; project/programme management.

DUTIES : Implement and manage systems, processes and procedures that facilitate effective & efficient banking and cash management; Manage revenue: Monitor the closure of financial month and year on BAS; Consolidate information for financial statements; Manage the resources of the section.

ENQUIRIES : Mr Makgale Modiba Tel No: (012) 309 3127

POST 08/365 : **STATE ACCOUNTANT REF NO: DOT/ HRM/2026/09 (X2 POSTS)**
Branch: Office of the Chief Financial Officer

SALARY : R325 101 per annum (Level 07), (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF level 6 qualification as recognised by SAQA in Financial/
Accounting with 1 year experience in finance. Knowledge And Skills:
knowledge and experience of BAS. Knowledge of the PFMA and treasury
regulations. Computer literate with excel spreadsheet. Good interpersonal and
communication skills. Numeracy & accounting skills. Reading BAS generated
reports. Organizing skills. Communication.

DUTIES : Capture payments, journals and batching. Act as relief cashier. Provide credit
transfer payments. Analyse, reconcile and clear suspense accounts.

ENQUIRIES : Ms Phethego Somo Tel No: (012) 309 3599

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

- : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 - : 23 March 2026 at 12:00 pm (Midday)
 - : The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA. Note: Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 05 dated 13 February 2026, request for an extension of closing date for the post of Assistant Director: Infrastructure and Climate Financing with Ref No: S009/2026. The closing date has been extended to 23 March 2026 at 12:00 pm (Midday).

MANAGEMENT ECHELON

POST 08/366 : **DIRECTOR: ACCOUNTING SUPPORT AND REPORTING REF NO: S020/2026**

Division: Office of the Accountant-General (OAG)

Purpose: To facilitate the effective management of REAL through the provision of support pertaining to financial management, and the implementation of accounting frameworks, standards and guidelines in compliance with regulatory frameworks, promoting effective financial management within government.

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 per annum, (all-inclusive)

: Pretoria

: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Commerce or Accounting or Economics. A certification as a certified CA or CIMA will serve as an added advantage. Membership of the SAICA, SAIPPA, IPFA and the completed Audit or Accounting Articles. A minimum of 5 years' experience at a middle or senior managerial level obtained in an Accounting environment. Knowledge of accounting standards, i.e. IAS, IFRS, IPSAS, GRAP. Experience in report writing, publishing of corporate publications and communications. Knowledge of PFMA, MFMA, TR and other relevant government prescripts. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Financial Management and Reporting: Scrutinise clients audit qualifications and advice on the most appropriate course of action. Resolve queries relating to accounting frameworks, standards and guidelines. Implement monitoring mechanisms within the business unit to track progress on the resolution of audit findings through engagement with clients and audit reports. Report annually on financial management capability and progress on the resolutions of audit outcomes. Identify transversal policy limitations for implementation. Provide inputs and advice on the preparation of annual financial statements, and Interim Financial Statements for National Departments. Support Implementation of Accounting Frameworks, Standards and Guidelines: Initiate the development of accounting frameworks, standards, guidelines and related transversal accounting policies. Facilitate workshops and training on frameworks, standards, guidelines and transversal accounting policies (including training of provincial treasuries). Implement awareness programmes on the accounting frameworks, standards, policies and guidelines, and provide support to clients. Facilitate knowledge sharing within the portfolio (participate on various governance structures at various institutions, co-ordinating CFO and PAG forums). Development of implementation plans in support of new financial reporting requirements. Ongoing monitoring and support on the implementation of the new and revised accounting reforms. Consolidate National Government Portfolio: Consolidate support of national departments and listed public entities within allocated cluster. Design consolidation model in Support the provincial treasury with the consolidation of the provincial departments and public entities. Identify unlisted entities for inclusion in the consolidation of PFMA list of public entities.

ENQUIRIES

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

POST 08/367 : **DEPUTY DIRECTOR: PFMA REGULATORY ENVIRONMENT REF NO: S017/2026**

Division: Office of the Accountant-General (OAG)

Purpose: To manage the PFMA regulatory environment (PFMA and its related prescripts).

SALARY
CENTRE
REQUIREMENTS

: R1 059 105 per annum, (all-inclusive)

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in Law or Accounting or Finance, or Public Finance. A postgraduate degree (equivalent

to NQF level 8) will be an added advantage. A minimum of 4 years' experience of which 2 years should have been on an Assistant Director level or equivalent obtained in developing norms and standards pertaining to financial management policies. Knowledge and experience of the public sector financial management processes and practices, analysis and research. Knowledge and experience of the broader financial management legislative frameworks applied within government including the Public Finance Management Act, Regulations and relevant Instructions.

DUTIES : Public Finance Management Reforms: Assist with the development of uniform norms and standards to facilitate the implementation of the PFMA. Assist in developing and maintaining the PFMA and treasury regulations, toolkits, guidelines for alignment and involvement of transversal issues to ensure consistent support to PFMA institutions. Conduct research on domestic and international financial management best practices for integration of financial management legislation. Manage the issuing of instructions, frameworks and guidelines pertaining to the PFMA. Enabling State Capacity: Develop the quarterly governance report reflecting all stakeholder engagements. Draft responses to PFMA institutions on requests to condone irregular expenditure. Draft responses to PFMA institutions on interpretation of the PFMA and its prescripts. Draft responses to PFMA institutions to requests for section 79 deviations and section 92 exemptions. Assist with responding to parliamentary queries. Client and Stakeholder Engagements: Conduct capacity building and information sessions on the PFMA implementation. Participate in partnerships with relevant institutions to achieve the outcomes of government. Develop and maintain a database of queries related to PFMA. Organisational Effectiveness: Provide advisory to other divisions within National Treasury on matters related to the PFMA. Respond to PFMA related queries from other divisions within the National Treasury. Attend meetings from other units within the National Treasury on matters related to the PFMA. Assist in reviewing letters from other divisions within the National Treasury on matters related to the PFMA. Assist in reviewing Treasury Instructions, Guidelines and Frameworks from other divisions within the National Treasury. Assist with section 79 deviations and section 92 exemptions from other divisions within National Treasury. Assist with dealing with matters of a transversal nature arising from other units within the National Treasury.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 08/368 : **DEPUTY DIRECTOR: MFMA DISPUTE RESOLUTION REF NO: S018/2026**
 Division: Office of the Accountant-General (OAG)
 Purpose: To resolve disputes and claims involving municipalities and other organs of state which occasionally might involve private sector service providers in conducting investigations, facilitating mediation sessions, preparing detailed reports, and comply with relevant laws and internal policies.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Law or Business Administration. NQF8 will be added advantage. A minimum 4 years' experience of which 2 years should be on an Assistant Director or equivalent obtained in conflict or dispute resolution environment. Knowledge and experience of the broader dispute resolution mechanisms framework.

DUTIES : Case Management and Resolution: Provide appropriate steps in resolving disputes within defined turnaround times. Compile accurate and complete case documentation for utilisation in dispute resolution matters. Develop and maintain appropriate case summaries and reports for consideration and execution. Manage the resolving of conflicts through a structured process which includes investigations, mediation, and negotiations in relation to section 44 of the MFMA. Mediation and Negotiation: Facilitate mediation sessions amongst factions for amiable outcome of resolutions. Assist disputing parties to reach agreements by establishing a clearly defined dispute resolution framework for implementation. Investigation and Evidence Gathering: Compile comprehensive investigation reports for consideration and scrutiny. Gather and verified evidence for integrity and appropriateness. Release findings and recommendations on verification of the authentication of the evidence at hand. Develop standard investigation operating procedures

for implementation and execution. Stakeholder Engagement: Engage internal and external clients on matters of mutual concern. Acknowledge feedback from stakeholders. Develop dispute resolution strategies in alignment with stakeholder expectations. Raise internal and external awareness on dispute resolution practices and engage clients, thereon. Reporting and Documentation: Compile and dispute resolution metrics and latest business trends benchmarking reporting. Update internal documentation and procedures for appropriateness. Develop dispute reporting template and related circulars for client utilization. Keep record of close-off dispute resolution cases and running ones for consideration. Monitor compliance with section 65(2)(e) of the MFMA for alignment.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 08/369 : **DEPUTY DIRECTOR: MFMA SYSTEMS ARCHITECTURE AND SUPPORT**
REF NO: S019/2026

Division: Office of the Accountant-General (OAG)

Purpose: To lead the development, implementation and maintenance of a integrated ICT systems architecture in alignment with the modernising ICT infrastructure, monitoring and compliance with the MFMA and its supporting regulations.

SALARY : R1 059 105 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 coupled with a minimum Bachelor's. degree (equivalent to NQF level 7) in Computer Science or Information Systems or Information Technology. NQF level 8 will be added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in systems architecture within an information technology environment. Knowledge and experience in the utilization and application of Microsoft SQL, MVC Framework, andMicrosoft.net. Knowledge and experience of cloud platforms, cyber-security defensive measures, and digital transformation initiatives.

DUTIES : Systems Development, Enhancements and Integration: Review the current MFMA web-enabled systems and applications for enhancements, developments and integration. Review business processes and recommend solutions to enhance efficiencies. Initiate testing, piloting and implementing of systems applications enhancements and developments. Develop and maintain an audit trail and log of system application enhancements, developments and integration. Compile and update relevant documentation of system/application enhancements, developments and integration. Facilitate updating of relevant data on the web enabled systems applications. Fix new bugs that may arise from system applications enhancements, developments and integration. Coordinate the development of training material, circulars, guidelines and other relevant publications. Compile relevant reports, dashboards and other related documentation. Strategic Systems Maintenance: Monitoring the performance of the web-enabled systems and applications and implement changes to improve performance. Monitoring and maintain the: Database logs, System Web Log, Application Logs, Workflow Engine, Messaging Engine, Notification Engine, Any other related engines and logs. Perform error resolution on the web systems, applications, API and automation engines. Resolve incidents on the system and adding of new users on the system. Liaise with internal ITC unit in identifying and fixing any bugs, errors, performance issues on the systems applications. Maintain, monitor, respond and report issues raised on the helpdesk facility and emails. Initiate amendments to existing training material, user guides, circulars and other publications. Report on system performance and maintenance. ICT Governance and Compliance: Liaise with ICT in testing, piloting and implementing systems applications enhancements and developments. Align systems architecture with relevant legislation, and ICT protocols, standards, guidelines. Engage ICT on system applications enhancements developments, maintenance and integration.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 08/370</u>	:	<u>DEPUTY DIRECTOR: WATER, ENERGY AND TELECOMS REF NO: S025/2026</u> Division: Asset And Liability Management (ALM) Purpose: To Exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the water, energy and telecommunications sector. Participate in and inform policy making in respect of the restructuring of SOEs in the water, energy and telecommunications sectors.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum, (all-inclusive) Pretoria A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in Finance or Economics. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the water, energy and telecommunications sectors. Knowledge and experience of the PFMA. Experience in financial policy analysis and strategic planning. Knowledge of financial management and experience of mergers and acquisitions. Knowledge and experience of strategy and economic regulation will be an added advantage.
<u>DUTIES</u>	:	Restructuring of SOEs: Conduct analysis to enable the identification of where restructuring of SOEs in the water, energy and telecoms sectors is required to better achieve government objectives and advise Minister accordingly. Review of the restructuring/turnaround plans of the SOEs in the water, energy and or telecoms sectors. Participate in the restructuring of SOEs in the water, energy and or telecoms sectors with other departments. Provide strategic inputs on the repositioning and restructuring initiatives of SOEs. Oversight over SOEs: Analyse the financial statements and corporate plans of the SOEs in the water, energy and / or telecoms sectors, Review legislation, sector policy and framework for economic regulation. Analyse the alignment of the corporate plans of SOEs in water, energy and or telecoms sectors to policy objectives. Analyse industry structure in the water, energy and or telecoms sectors. Analyse industry trends in the water, energy and or telecoms sectors. Exercise ongoing oversight over Schedule 2 and 3B SOEs in the water, energy and or telecoms sectors. PFMA and MFMA Oversight: Analyse and draft responses to required PFMA and MFMA applications from SOEs in the water, energy and or telecoms sectors. Make recommendations based on requests in alignment with the related regulations. Review of Contingent Liabilities: Assess guarantee requests from SOEs for consideration. Provide inputs and justifiable reasons for the approval or disapproval of particular guarantee requests.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 08/371</u>	:	<u>DATA ARCHITECT: IT GOVERNANCE REF NO: S015/2026</u> Division: Corporate Services (CS) Purpose: To analyse the data requirements of the National Treasury prior to the implementation of the ICT Business Systems and Infrastructure as prescribed by the ICT Governance and Government Enterprise Architecture Frameworks to customise the optimal usage and maintenance as required.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Information Technology. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in technology data analysis environment. Knowledge and experience of the following ICT disciplines: Project Management, Data Architecture, Data Analysis and System Development Lifecycle. Knowledge and experience utilising the Unified Modelling Language (UML) / Business Process Model and Notation (BPMN) and Entity Relationship Diagram (ERD) modelling standards.
<u>DUTIES</u>	:	Data Architecture: Analyse the National Treasury data requirements and define the current and target data baselines. Define the data standards for National Treasury in line with the new Enterprise Architecture and Acquisition approach. Review data guidelines and specifications for refinement and align with business requirements and outputs. Develop IT data management processes and procedures for utilisation in business. Develop a data dictionary for implementation in business and maintain and align with new ICT approach. Operational and Project Planning: Manage ICT projects and ensure project governance and implementation according to set plans and

procedures. Monitor, control project teams and initiate change integration on corrective action. Coordinate operational project plans for implementation. Utilise the Prince 2 or PMBoK principles for effective implementation of project and program. Analyse and review operational and project requirements of business for implementation, Initiate the recommended enterprise architecture projects for business. Opportunities and Solutions: Analyse the data architecture status and identify data gaps for implementation. Identify data opportunities and solutions on remedial ICT interventions to address identified gaps. Establish, develop, implement and manage an internal departmental procurement ICT solution for business. Migration Plan (SISP): Define a data migration objective for implementation within business. Scan business for future challenges on technological improvements, Operations and Utilisation: Define data specification of identified opportunities for development and implementation. Implement a data architectural baseline within business. Define and execute quality verification and test plans to ensure effective data deployments within business.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 08/372 : **TECHNOLOGY ARCHITECT: IT GOVERNANCE REF NO: S016/2026**
 Division: Corporate Services (CS)
 Purpose: To analyse the data requirements of the National Treasury prior to the implementation of the ICT Business Systems and Infrastructure as prescribed by the ICT Governance and Government Enterprise Architecture Frameworks to customise the optimal usage and maintenance as required.

SALARY : R896 436 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 coupled with National Diploma in Information Technology or relevant (equivalent to NQF level 6), A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the information technology data analysis environment. Knowledge and experience of the following ICT disciplines: Project Management, Data Architecture, Data Analysis and System Development Lifecycle. Knowledge and experience utilising the Unified Modelling Language (UML) / Business Process Model and Notation (BPMN) and Entity Relationship Diagram (ERD) modelling standards.

DUTIES : Data Architecture: Analyse the National Treasury data requirements and define the current and target data baselines. Define the data standards for National Treasury in line with the new Enterprise Architecture and Acquisition approach. Review data guidelines and specifications for refinement and align with business requirements and outputs, Develop IT data management processes and procedures for utilisation in business. Develop a data dictionary for implementation in business and maintain and align with new ICT approach. Operational and Project Planning: Manage ICT projects and ensure project governance and implementation according to set plans and procedures, Monitor, control project teams and initiate change integration on corrective action, Coordinate operational project plans for implementation. Utilise the Prince 2 or PMBoK principles for effective implementation of project and program, Analyse and review operational and project requirements of business for implementation. Initiate the recommended enterprise architecture projects for business. Opportunities and Solutions: Analyse the data architecture status and identify data gaps for implementation. Identify data opportunities and solutions on remedial ICT interventions to address identified gaps, Establish, develop, implement and manage an internal departmental procurement ICT solution for business. Migration Plan (SISP): Define a data migration objective for implementation within business. Scan business for future challenges on technological improvements, Operations and Utilisation: Define data specification of identified opportunities for development and implementation, Implement a data architectural baseline within business. Define and execute quality verification and test plans to ensure effective data deployments within business.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 08/373</u>	: <u>ASSISTANT DIRECTOR: MARKET RISK REF NO: S021/2026</u> Division: Asset and Liability Management (ALM) Purpose: To assist in researching, modelling, and reporting of the components of market, liquidity and sovereign credit risks impacting on Government's debt portfolio. Fixed income valuation, structuring, research, and modelling plus multi-asset class interactions.
<u>SALARY</u>	: R582 444 per annum, (excluding benefits)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A minimum National Diploma (equivalent to NQF level 6) in Mathematics or Statistics or Finance or Economics, A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage, A minimum of 3 years' experience obtained in a Financial Markets' environment; Knowledge of Financial Markets and asset or liability portfolio management techniques; Knowledge of Financial Risk Modelling techniques and fixed income valuation techniques; and Sensitivity measures applicable to fixed income products; Modified Duration, DV01 and Convexity.
<u>DUTIES</u>	: Market Risk Components: Undertake financial market risk factor research, stochastic processes applicable to financial market risk modelling, Applicable time series models and probability distributions and non-parametric methods, Funding and market liquidity risk analysis. Fixed Income Valuation and Product Structuring: Analysis of fixed income products, valuation techniques. Assist with Fixed Income product structuring including derivatives. Assist with the construction and continuous improvement of credit, nominal and real curves. Assist with producing research related to spot, forward, yield to maturity curves, Application of Statistical Process Controls and Decision Analysis: Asset / Liability Portfolio Performance and Attribution techniques, Probabilistic Scenario analysis. Application of control charts for process variations and attributes, Data Quality Management and Programming Skills: Assist with the Data Quality Management Process, Proficiency in at least one Programming language; R, Python, etc.
<u>ENQUIRIES</u>	: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 08/374</u>	: <u>ASSISTANT DIRECTOR: TRANSPORT, DEFENCE & GENERAL SECTORS REF NO: S022/2026</u> Division: Asset and Liability Management (ALM) Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport, Defence and General Sectors and participate in and inform policy making in respect of the restructuring of SOEs in the Transport, Defence and General Sectors.
<u>SALARY</u>	: R582 444 per annum, (excluding benefits)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Finance or Economics. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum 3 years' experience obtained in analysing financial statements and corporate plans. Knowledge and experience of financial management, strategy and economic regulation. Knowledge of the government's broader regulatory framework on State Owned Companies.
<u>DUTIES</u>	: Restructuring of SOEs: Assist with the analysis and the identification of restructuring needs within SOEs pertaining to Transport, Defence and General Sectors. Assist with the reviewing of restructuring and turnaround plans for SOEs in the sectors. Participate in the restructuring of SOEs in conjunction with other departments. Financial Analysis and Oversight: Assist with the analysis of financial statements and corporate plans and engage entities and other departments. Analyse the correct alignment of corporate plans of SOEs and their policy objectives and industry trends. Assist with the analysis and reviewing of SOEs and present draft submissions in alignment with the prescribed legislation on applications submitted from SOEs. Review SOEs submissions and analysis of Medium-Term Expenditure Framework (MTEF) and adjustment of budget applications. Review of Contingent Liabilities: Assist with the analysis of requests for guarantee from SOEs and present draft responses for consideration. Participate in fora and monitor compliance to guarantee conditions by entities. Industry and Sector Research: Assist with the provision of responses and advice on legislation and regulations to stay in touch with sectoral evolution. Participate in funding

workstreams and steering committees for SOEs. Assist with research on latest trends impacting the industry.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 08/375 : **SENIOR PROGRAMME COORDINATOR REF NO: S023/2026**
 Division: Asset and Liability Management (ALM)
 Purpose: To co-ordinate and render an administrative support service in the achievement and promotion of an organised and integrated business environment.

SALARY : R468 495 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) in Public Administration or Business Management or Project Management or Human Resources Management. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum 3 years' experience obtained in an administrative environment. Knowledge of the legislative framework on public administration and human resources management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of relevant internal policies for the correct application of determinations.

DUTIES : Business Support Promotion: Co-ordinate and perform quality assurance on processes pertaining to in-coming and out-going memoranda in the office of the DDG for enhancement of service delivery. Develop and maintain a filing system for record and audit purposes. Promote the effective execution of service delivery within the office and propose measures for improvement where necessary. Administer leave and other logistical requirements in the application of policy and procedures. Assist with the monitoring of procurement and administrative matters and verify correctness of claims and invoices. Record memoranda on the electronic filing system for record purposes, editing, etc, where applicable. Operational Support: Acknowledge and reaffirm meetings, invitations to workshops. Provide personal support to DDG, Manage calendar or diary. Handle correspondence and organize travel for the DDG. Compile agendas of meetings, initiating the taking of minutes and follow-up on outstanding commitments. Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy. Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of processes and procedures. Attend to clients' needs, address concerns and complaints timeously, to improve working relations with stakeholders. Provide logistical support to business units. Budget Co-ordination: Assist with the preparation of relevant documentation pertaining to proposed consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Assist with the monitoring of expenditure against commitments and report on possible overspending. Assist with the initiation process on the movement of funds between items after consultation with relevant stakeholders (Office of the Chief Financial Officer (CFO) and preparing the relevant supporting documents for execution.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- CLOSING DATE** : 20 March 2026
- NOTE** : 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 DPSS circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

- POST 08/376** : **CHIEF ENGINEER GRADE A REF NO: 200326/01**
 Branch: Infrastructure Management: Head Office
 Dir: Strategic Infrastructure Asset Management
 Sd: Mechanical Asset Management
- SALARY** : R1 266 450 - R1 446 321 per annum, (all-inclusive OSD salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An Engineering Degree (BEng/BSc (Eng) in Mechanical Engineering. Six (6) years post-qualification experience in mechanical engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng – Mechanical). Project Management certification and/or postgraduate studies will be an added advantage. The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Extensive experience in the planning, design, construction, and project management of large water resources infrastructure projects, including dams and pump stations. Proven experience in contract management and application of standard forms of contract such as GCC, FIDIC, and NEC. Knowledge and experience in asset management, condition assessments, asset verification, maintenance strategies, and lifecycle optimisation of mechanical equipment. Experience in financial planning and financial management. Detailed knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of project risk analysis and risk management principles. Ability to function effectively in a multi-disciplinary team. Strong communication (verbal and written), negotiation, conflict

DUTIES

: management, and dispute resolution skills. Sound analytical and problem-solving abilities. Computer literacy (MS Office, MS Project, etc.) Willingness to travel extensively and work away from the office for extended periods.

: Develop, review, and update Operation and Maintenance (O&M) manuals for pump stations and dam infrastructure will be your main function. Provide specialist mechanical engineering support to Operations and Maintenance units, including breakdown investigations and fault finding. Provide input into design processes to ensure operational suitability and maintainability. Develop and maintain Asset Management strategies and systems to optimise lifecycle performance of mechanical equipment. Conduct regular inspections and condition assessments of mechanical infrastructure. Manage CAPEX programmes relating to refurbishment, rehabilitation, upgrades, and emergency works. Evaluate and update technical manuals, standard drawings, and procedures to incorporate technological advancements. Approve and supervise engineering works in accordance with prescribed norms and standards. Develop tender specifications and oversee procurement processes. Manage and oversee all aspects of infrastructure project implementation, including technical, environmental, contractual, financial, social, and risk components. Ensure compliance with technical standards, legal requirements, approved budgets, and project timeframes. Coordinate and manage contracts with service providers to ensure effective project delivery. Manage allocated project budgets and human resources to ensure efficient implementation. Facilitate skills transfer and promote adherence to sound engineering principles and codes of practice. Promote transformation, innovation, knowledge sharing, and a culture of high performance.

**ENQUIRIES
NOTE**

: Ms N Mwandla Tel No: (012) 336 7435

: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

POST 08/377

: **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 200326/02**
Branch: Infrastructure Management: Head Office
Dir: Strategic Infrastructure Asset Management
Sd: Mechanical Asset Management

**SALARY
CENTRE
REQUIREMENTS**

: R921 900 per annum, (all-inclusive OSD salary package)

: Pretoria Head Office

: A Bachelor of Technology (BTech) Degree in Mechanical Engineering or relevant qualification recognised by SAQA. Six (6) years post-qualification experience as an Engineering Technologist. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Pr Tech Eng). The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Experience in providing technological advisory services, including evaluation and quality assurance of technical designs and drawings with specifications, and making recommendations for approval by the relevant authority. Experience in planning and providing technological support to engineers. Practical experience in mentoring graduate interns and training of technical personnel. Understanding of ECSA professional mentorship requirements will be an added advantage. Knowledge of contract administration, project management, and technical drawing and design principles. Understanding of procurement processes within the public sector environment. Sound financial planning and management capability. Knowledge of the National Water Act, Water Services Act, applicable environmental legislation, and the Public Finance Management Act (PFMA). Understanding of standard forms of contract used for infrastructure projects and familiarity with feasibility study processes through to project implementation. Strong communication, negotiation, conflict management, and dispute resolution skills. Computer literacy, including MS Office and MS Project. Experience in design software such as Autodesk Inventor will be an added advantage. Willingness to mentor candidates towards professional registration. Willingness to travel extensively and work away from the office for extended periods.

DUTIES

: Provide and manage technological advisory services and technical support to engineers. Render mechanical engineering support to Operations and Maintenance units, including fault finding and breakdown analysis. Provide input into mechanical designs to ensure operational suitability and maintainability. Optimise lifecycle performance of mechanical equipment and

improve design efficiency, reliability, and safety. Conduct regular inspections and condition assessments of mechanical equipment and machinery. Ensure compliance with occupational health and safety standards and statutory requirements. Monitor and supervise the evaluation of technological designs and drawings. Contribute to feasibility studies and support project implementation processes. Assist in the compilation and structuring of tender documentation in line with Construction Industry Development Board (CIDB) Best Practice Guidelines. Manage contract administration processes and provide technical and financial reporting. Supervise and manage technological personnel and related resources. Mentor graduate interns and register as an ECSA mentor where applicable. Liaise with relevant professional bodies, departmental divisions, stakeholders, and implementing agents. Solve broadly defined technological challenges using established engineering applications, techniques, and procedures. Promote transformation, knowledge sharing, innovation, and a culture of high performance. Ensure continuous professional development to remain abreast of new technologies and industry practices.

- ENQUIRIES** : Mr. JH van der Walt Tel No: (012) 336 6781
- POST 08/378** : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 200326/03**
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern
 Dir: Water Resources Infrastructure Operations and Maintenance
- SALARY** : R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Gqeberha/ Port Elizabeth
 : An Engineering Degree (BEng/BSc (Eng) in Civil Engineering. Three (3) years post qualification Civil engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (PrEng). Three (3) to (5) five Years experience in the field of Bulk Water Infrastructure Engineering. The disclosure of a valid unexpired Code E driver's license. Knowledge of the following fields will be an added advantage: Water infrastructure maintenance management, Flood Hydrology, Engineering Economics, Project Management, Water resources system operation, Environmental management, General Conditions of Contract for Construction Works, the National Water Act and the Public Finance Management Act.
- DUTIES** : Condition assessment of bulk raw water infrastructure. Risk based programming of infrastructure maintenance and rehabilitation. Planning of infrastructure projects. Designing rehabilitation solutions to infrastructure failure. Preparing drawings and tender documentation for infrastructure maintenance and rehabilitation projects. Managing procurement of service providers to do rehabilitation and maintenance work. Serving as Client's Agent in construction contracts. Managing maintenance and rehabilitation projects and programmes including planning, cost management and progress reporting. Inputs into the development of annual performance plans and budget for the sub-directorate Technical Support Services. Management of staff under his/her supervision. Capacity building and technical assistance on bulk raw water infrastructure to stake holders. Mentoring of graduates and technicians.
- ENQUIRIES** : Ms Z Gwetyana Tel No: (041) 508 9729
- POST 08/379** : **ENGINEER PRODUCTION GRADE A - C REF NO: 200326/04**
 Branch: Infrastructure Management: Head Office
 Dir: Strategic Infrastructure Asset Management
 Sd: Mechanical Asset Management
- SALARY** : R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office
 : An Engineering Degree (BEng/BSc (Eng) in Mechanical Engineering. Three (3) years post qualification relevant engineering experience is required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management principles. Knowledge of engineering design and analysis, including pumps and pump stations, dam outlet works, mechanical structural designs, and water resources infrastructure

operations. Knowledge of research and development methodologies and computer-aided engineering applications. Understanding of legal compliance, technical report writing, and application of professional judgement. Competencies required include decision-making, analytical thinking, team leadership, financial and people management, conflict management, customer focus, planning and organising, change management, innovation, and problem-solving. Excellent verbal and written communication skills, including report writing and presentation skills. Sound interpersonal skills and ability to work effectively within multi-disciplinary teams. Proven liaison and networking capability, particularly within a cooperative governance and stakeholder engagement environment. Willingness to travel extensively and work away from the office for extended periods.

DUTIES : Design and develop new mechanical systems to address practical engineering challenges, improve efficiency, enhance reliability, and promote safety. Evaluate and update existing technical manuals, standard drawings, and procedures to incorporate new technologies and best practices. Approve and supervise engineering works in accordance with prescribed norms and standards. Develop tender specifications and contribute to procurement processes. Provide training and mentorship to technicians, technologists, and candidate engineers to promote skills transfer and adherence to sound engineering principles and codes of practice. Provide office administration support and contribute to budget planning processes. Conduct research and literature studies to enhance engineering expertise and promote innovation. Render mechanical engineering support to Operations and Maintenance units, including fault finding, breakdown investigations, and performance optimisation. Develop and maintain Asset Management strategies and systems to optimise the lifecycle of mechanical infrastructure. Conduct regular inspections and condition assessments of mechanical equipment and machinery. Manage CAPEX programmes relating to refurbishment, rehabilitation, upgrades, and emergency works. Oversee and coordinate all aspects of infrastructure project implementation, including technical, environmental, contractual, financial, risk, and social components. Ensure compliance with applicable technical standards, legal requirements, approved budgets, and project timeframes during implementation of water resource infrastructure projects. Coordinate and manage contracts with service providers to ensure effective delivery. Promote transformation, knowledge sharing, innovation, and a high-performance culture within the Department.

ENQUIRIES : Ms N Mwandla Tel No: (012) 336 7435

POST 08/380 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 200326/05**
 Branch: Water and Sanitation Services Management
 Cd: Provincial Operations: Free State Water Services Institutions Performance
 Regulation: Municipal Water Use Efficiency Regulation Free State

SALARY CENTRE REQUIREMENTS : R612 480 per annum, (OSD)
 : Bloemfontein
 : Four (4) year Degree or equivalent in Environmental Management or Natural Science field. Six (6) years post qualification experience in Water Services Management/Regulation or Water Use Efficiency. Previous involvement in the No Drop regulatory programme will be an added advantage. The disclosure of a valid unexpired driver's license. Effective management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience in Project and Programme Management. Research and Development skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Understanding of Public Finance Management Act (PFMA), National Water Act (NWA), Water Services Act (WSA) and related legislation. Willingness to travel extensive hours.

DUTIES : Monitor Compliance to Water Use Efficiency standards and compilation of the relevant reports with recommendations. Monitor the development and implementation of Water Conservation and Water Demand Management (WC/WDM) programmes, strategies, business plans and relevant projects by Water Management Institutions including Water Services Authorities. Ensure

the roll out of WC/WDM improvement systems, measures, and procedures is compliant with sectoral determined benchmarks and water use efficiency practices. Monitoring the development and submission of the standard International Water Association (IWA) Water balances by Water Services Authorities. Assessment and monitoring of Water losses and non-revenue water using the IWA water balance information, to regulate the municipal sector. Preparations, and conducting of assessments relating to No Drop regulatory programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the No Drop programme. Monitoring the loading of water use efficiency data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Provide regulatory findings to be used for the development and facilitation of the provision of appropriate training, training manuals and courses to relevant stakeholders within the Local Government sector. Provide inputs to the Operational Plan of the Directorate. Assist with budgeting and procurement processes of the sub-directorate. Assist with compilation and submission of monthly, quarterly and annual reports (finance, performance, and risk) for the sub-directorate. Manage and supervise the work of subordinates.

ENQUIRIES : Mr N Musekene Tel No: (051) 405 9000

POST 08/381 : **CONTROL ENGINEERING TECHNICIAN: GRADE A REF NO: 200326/06**
Branch: Water and Sanitation Services Management
Cd: Provincial Operations Gauteng
Dir: Infrastructure Development and Maintenance

SALARY : R551 493 per annum, (OSD)
CENTRE : Pretoria (Gauteng Provincial Office)
REQUIREMENTS : A National Diploma in Engineering. Six (6) years post qualification in Water and Sanitation Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the water sector: relevant legislations: (NWA, and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures. Knowledge of project implementation and monitoring. Understanding of grants (RBIG and WSIG) management and policies. Excellent communication skills including verbal, report-writing, and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work beyond normal working hours and travel; and ability to work under pressure. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder. An intimate knowledge of the General Conditions of Contract (GCC) and the Guidelines for Human Settlement, Planning & Design ("Red Book") are a requirement.

DUTIES : Perform duties in the Gauteng Region Office under the Directorate: IDM with a particular emphasis on the management, implementation, supervision and monitoring of the Regional Bulk Infrastructure Grant (RBIG), Water Services Infrastructure Grant (WSIG), Municipal Infrastructure Grant (MIG), and other engineering projects. It will be required by the incumbent to manage and monitor projects contractually, financially and technically.

ENQUIRIES : Mr D Masoga Tel No: (012) 3921477

POST 08/382 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 200326/07**
Branch: Infrastructure Management: Head Office
Dir: Strategic Infrastructure Asset Management
Sd: Mechanical Asset Management

SALARY : R551 493 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma in Mechanical Engineering. Six (6) years' post-qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Pr Tech Eng – Mechanical). The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Proven knowledge and experience in mechanical maintenance inspections and relevant standards relating to design, installation, refurbishment, and repair of mechanical infrastructure. Experience in providing and managing technical advisory

services and applying engineering principles and techniques to address engineering challenges. Knowledge of project management, technical design analysis, research and development, and computer-aided engineering applications. Competencies required include technical report writing, analytical thinking, decision-making, creativity, customer focus, planning and organising, and people management. Excellent verbal and written communication skills, including report writing and presentation skills. Ability to work independently and effectively within multi-disciplinary teams. Proven liaison and networking capability, particularly within cooperative governance and stakeholder engagement environments. Willingness to work extended hours under pressure and travel extensively across the country, including working away from the office for extended periods.

DUTIES

: Manage and provide technological advisory services and technical support to Technologists, Engineers, and associated professionals in the field. Ensure adherence to and promotion of occupational health and safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through the application of established engineering techniques and procedures. Develop, maintain, and manage current technologies within the operational environment. Monitor and evaluate technological designs. Review and update technical manuals, standard drawings, and procedures to incorporate new technologies. Ensure quality assurance of technical designs and specifications and make recommendations for approval by the relevant authority. Identify and optimise technical solutions through application of sound engineering principles. Manage administrative and related functions, including providing inputs into budgeting processes, compiling and submitting reports, and contributing to operational planning. Develop, implement, and maintain relevant databases. Manage and supervise technological personnel and related assets. Mentor graduate interns and register as an ECSA mentor where applicable. Conduct research and development activities and undertake continuous professional development to remain abreast of technological advancements. Liaise with relevant professional bodies and councils on engineering-related matters.

ENQUIRIES

: Mr. JH van der Walt Tel No: (012) 336 6781

POST 08/383

: **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A – C REF NO: 200326/08**
 Branch: Infrastructure Management: Head Office
 Dir: Strategic Infrastructure Asset Management
 Sd: Mechanical Asset Management

SALARY

: R453 576 – R690 237 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE

: Pretoria Head Office

REQUIREMENTS

: A Bachelor of Technology (BTech) Degree in Mechanical Engineering. Three (3) years post-qualification experience as an Engineering Technologist. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Pr Tech Eng – Mechanical). Experience in preparing and evaluating technical designs and drawings with specifications and making recommendations for approval by the relevant authority. Experience in planning and providing technological and technical support to engineers. Knowledge of contract administration, project management principles, and technical drawing and design. Understanding of procurement processes within the public sector environment. Sound financial planning and management skills. Knowledge of the National Water Act, Water Services Act, applicable environmental legislation, and the Public Finance Management Act (PFMA). Understanding of standard forms of contract used for infrastructure projects and familiarity with feasibility study processes through to project implementation. Competencies required include communication skills, conflict management, negotiation and dispute resolution skills, analytical thinking, planning and organising, and problem-solving. Computer literacy (MS Office and MS Project). Experience in design software such as Autodesk Inventor will be an added advantage. Willingness to mentor and guide candidates towards professional registration. Willingness to travel extensively and work away from the office for extended periods.

DUTIES

: Provide advisory services and technical support to engineers. Render mechanical engineering support to Operations and Maintenance units, including breakdown investigations and fault finding. Provide inputs into designs to ensure operational suitability and maintainability. Optimise lifecycle

performance of mechanical equipment and improve design efficiency, reliability, and safety. Conduct regular mechanical inspections and condition assessments of mechanical equipment and machinery. Ensure adherence to and promotion of occupational health and safety standards in line with statutory requirements. Monitor and supervise the evaluation of technological designs and drawings. Compile technical and financial reports and interface with relevant departmental divisions. Contribute to solving broadly defined technological challenges using established engineering applications and procedures. Support the compilation and structuring of tender documentation in line with Construction Industry Development Board (CIDB) Best Practice Guidelines. Manage administrative functions, contribute to operational planning, and support project implementation processes. Liaise with relevant professional bodies and stakeholders. Undertake continuous professional development to remain abreast of technological advancements. Promote transformation, knowledge sharing, innovation, and a culture of high performance.

ENQUIRIES : Mr. JH van der Walt Tel No: (012) 336 6781

POST 08/384 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 200326/09**

Branch: Infrastructure Management: Head Office
Dir: Strategic Infrastructure Asset Management
Sd: Mechanical Asset Management

SALARY : R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Pretoria Head Office

REQUIREMENTS : A National Diploma in Mechanical Engineering. Three (3) years post-qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Pr Techni Eng – Mechanical). The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Proven knowledge and experience in mechanical maintenance inspections and applicable standards relating to design, installation, refurbishment, and repair of mechanical infrastructure. Experience in providing technical advisory services and applying engineering principles and techniques to address engineering challenges. Knowledge of technical design analysis, research and development methodologies, and computer-aided engineering applications. Competencies required include technical report writing, analytical thinking, decision-making, creativity, customer focus, planning and organising, and people management. Excellent verbal and written communication skills, including report writing and presentation skills. Ability to work independently and effectively within multi-disciplinary teams. Willingness to travel extensively and work away from the office for extended periods.

DUTIES : Provide technological support to Technologists, Engineers, and associated professionals in the field. Ensure adherence to and promotion of occupational health and safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of established engineering techniques and procedures. Develop, maintain, and manage current technologies within the operational environment. Monitor and evaluate technological designs. Review and update technical manuals, standard drawings, and procedures to incorporate new technologies. Ensure quality assurance of technical designs and specifications and make recommendations for approval by the relevant authority. Identify and optimise technical solutions through the application of sound engineering principles. Manage administrative and related functions, including providing inputs into budgeting processes, compiling and submitting reports, and contributing to operational planning. Develop, implement, and maintain relevant databases. Conduct research and development activities and undertake continuous professional development to remain abreast of technological advancements. Liaise with relevant professional bodies and councils on engineering-related matters.

ENQUIRIES : Mr. JH van der Walt Tel No: (012) 336 6781

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Applications must be submitted only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System is available 24/7 and Closes at 23: 59 on the closing date. To report technical glitches, for any assistance pertaining the system, send an email with (i) your ID Number, (ii) your profile email address, (iii) details of the issue to: erecruitment@ecagriculture.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Do not send any applications to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-delivered/ eMailed/ Faxed/ Posted applications will not be accepted.
- FOR ATTENTION** : Mr L Stowman
- CLOSING DATE** : 20 March 2026. Applications received after closing date will not be considered. No faxed applications will be accepted.
- NOTE** : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unusable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ecagriculture.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. 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 panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply.

OTHER POSTS

- POST 08/385** : **STATE VETERINARIAN (X8 POSTS)**
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : **Sarah Baartman** Ref No: DoA01/03/2026 (X2 Posts)
O.R. Tambo District: Ref No: DoA/02/03/2026 (X4 Posts)
KSD (X2 Posts)
Inqquza (X1 Post)

TARDI (X2 Posts)

Alfred Nzo District: Ref No: DoA/03/03/2026 (X2 Posts)

Umzimvub

Matatielle

REQUIREMENTS : An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B.VMSC). Valid proof of registration with the SA Veterinary Council will be required on the interview day. Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). The candidate should dispose of dynamic communication, negotiation, and interpersonal skills. A valid driver's license.

DUTIES : Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act 71 of 1962 and Animal Identification Act 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 08/386 : **CANDIDATE ENGINEER (X6 POSTS)**
(4 - year contract)

SALARY CENTRE : R761 157 per annum, (OSD)
Sarah Baartman District Ref No: DoA/04/03/2026
Joe Gqabi District Ref No: DoA/05/03/2026
O.R. Tambo District Ref No: DoA/06/03/2026
Alfred Nzo District Ref No: DoA/07/03/2026
Amathole District Ref No: DoA/08/03/2026
Chris Hani District Ref No: DoA/09/03/2026

REQUIREMENTS : Engineering degree BEng/BScEng (Agriculture/Civil) or equivalent qualification as recognised by SAQA, Valid driver's license. Registration with ECSA as an Engineer in training (Candidate Engineer) is compulsory upon appointment. No previous experience required.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Planning, designing, operating and maintenance of engineering projects. Development of cost-effective solutions according to standards. Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Prepare inputs for the facilitation of resource utilisation. Adhere to regulations and procedures for SCM and HR administration. Report on service delivery. 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. Follow approved programme of development for registration purposes.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 08/387 : **ANIMAL HEALTH TECHNICIAN (X25 POSTS)**

SALARY CENTRE : R397 116 – R467 790 per annum (Level 08)
: **Alfred Nzo District:** Ref No: DoA/10/03/2026 (X5 Posts)
Winnie Madikizela Mandela (X3 Posts)
Ntabankulu (X2 Posts)

Chris Hani District: Ref No: DoA/11/03/2026 (X10 Posts)
Inxuba Yethemba (X2 Posts)
Emalahleni (X3 Posts)
Dr.A.B. Xuma (X3 Posts)
Enoch Mgijima (X2 Posts)

O.R. Tambo District Ref No: DoA/12/03/2026 (X6 Posts)
Nyandeni (X2 Posts)
KSD (X2 Posts)
Mhlontlo (X2 Posts)

Joe Gqabi District Ref No: DoA/13/03/2026 (X2 Posts)
Maletswai (X1 Post)
Gariiep (X1 Post)

Sarah Bartmaan Ref No: DoA/14/03/2026 (X2 Posts)
Nelson Mandela Metro (X1 Post)
Dr Beyers Naude (X1 Post)

REQUIREMENTS : An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES : The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician regarding animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners. Priority will be accorded to Youth as outlined in the DoA Employment Equity pre-requirements.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 08/388 : **DATA CAPTURER (X6 POSTS)**
Re-advertisement, applicants who previously applied must re-apply.

SALARY CENTRE : R193 359 – R227 766 per annum (Level 04)
: OR. Tambo District Ref No: DoA/15/03/2026
Amathole District Ref No: DoA/16/03/2026
Chris Hani District Ref No: DoA/17/03/2026
Alfred Nzo District Ref No: DoA/18/03/2026
Sarah Baartman District Ref No: DoA/19/03/2026
Joe Gqabi District Ref No: DoA/20/03/2026

REQUIREMENTS : National Senior Certificate, NQF Level 4 with relevant post-matric certificate in computer Operation/practice. Data capturing knowledge: Analysis of Raw Data. Certificate in computer literacy. Managing files & records. Designing Forms and backup systems.

DUTIES : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spreadsheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data. Provide data management services. Make regular backups of data. Update registers and statistics Provide record-keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components. Priority will be accorded to Youth and People with Disabilities as outlined in the DoA Employment Equity pre-requirements.

- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 08/389** : **COMMUNITY ANIMAL HEALTH WORKER (X30 POSTS)**
- SALARY CENTRE** : R163 680 – R192 810 per annum (Level 03)
: **Amathole District** Ref No: DoA/21/03/2026 (X6 Posts)
Mbashe (X3 Posts)
Mnquma (X1 Post)
Ngqushwa (X1 Post)
Raymond Mhlaba (X1 Post)
Chris Hani District: Ref No: DoA/22/03/2026(X5 Posts)
Inxuba Yethemba, Emalahleni (X2 Posts)
Dr. A.B. Xuma (X2 Posts)
Alfred Nzo District: Ref. No. DoA/23/03/2026 (X5 Posts)
Ntabankulu (X2 Posts)
Matatielle (X1 Post)
Winnie Madikizela Mandela (X1 Post)
Joe Gqabi District: Ref No: DoA/24/03/2026 (X5 Posts)
Malestwai (X3 Posts)
Gariep (X2 Posts)
OR. Tambo District: Ref No: DoA/26/03/2026 (X5 Posts)
Nyandeni (X2 Posts)
KSD (X2 Posts)
Ngquza (X1 Post)
Sarah Bartmaan: Ref No: DoA/27/03/2026 (X4 Posts)
Nelson Mandela Metro (X2 Posts)
Dr Beyers Naude (X2 Posts)
- REQUIREMENTS** : Grade 10/Standard 8. Related Exposure in community dipping functions.
Priority will be given to local qualifying candidates.
- DUTIES** : Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tank repairs. Ensure that dipping material is safe guarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

<u>CLOSING DATE</u>	:	20 March 2026
<u>NOTE</u>	:	<p>Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts must submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.</p>

OTHER POSTS

<u>POST 08/390</u>	:	<u>HEAD CLINICAL DEPARTMENT: FORENSIC MEDICINE: GRADE 1-2 REF NO: H/H/2/2026</u>
<u>SALARY</u>	:	<p>Grade 1: R2 600 811 – R2 760 408 per annum Grade 2: R2 841 732 – R3 016 110 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Univeristas Academic Hospital: Bloemfontein Matric and appropriate qualification that allows registration with HPCSA as medical specialist in Forensic Medicine. Current registration with the HPCSA</p>

(2026/2027). Certified of service record as a Medical Specialist. Be a South African citizen or a permanent resident. Experience: Grade 1: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employees) as Medical Specialist in Forensic Medicine. Knowledge and Skills: Provide evidence of leadership qualities and experience. Provide evidence of teaching and learning and examining (undergraduate and postgraduate level). Proof of the following research experience e.g. (publications, postgraduate supervision, National / Local Research organizations, (or equivalent qualifications) or a PhD. Evidence of good professional standing, e.g. membership of professional organizations (other than HPCSA). Membership of relevant managerial committees, e.g. CMSA, National Associates / Committees, etc.

DUTIES : Manage and supervise outreach, in reach and support services in the Free State. Rendering commuted overtime is compulsory. As a joint staff appointment your responsibilities include service delivery, leadership and administration, research engaged scholarship and teaching and learning. Manage and supervise the teaching and training of undergraduates and postgraduates at UAH/UFS. Perform all reasonable duties as directed by the Head Clinical Services / CEO: UAH / Head of school; Clinical Medicine and Dean: UFS Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these areas.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
 : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/391 : **HEAD CLINICAL DEPARTMENT: FAMILY MEDICINE: GRADE 1-2 REF NO: H/H/3/2026**

SALARY : Grade 1: R2 600 811 – R2 760 408 per annum
 Grade 2: R2 841 732 – R3 016 110 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Univeristas Academic Hospital: Bloemfontein
 : Matric and appropriate qualification that allows registration with HPCSA as medical specialist in Family Medicine. Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist. Be a South African citizen or a permanent resident. Experience: **Grade 1:** A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employees) as Medical Specialist in Family Medicine. Knowledge and Skills: Provide evidence of leadership qualities and experience. Provide evidence of teaching and learning and examining (undergraduate and postgraduate level). Proof of the following research experience e.g. (publications, postgraduate supervision, National / Local Research organizations, Mimed (or equivalent qualifications) or a PhD. Evidence of good professional standing e.g. membership of professional organizations (other than HPCSA). Membership of relevant managerial committees, e.g. CMSA, National Associates / Committees, etc.

DUTIES : Manage and supervise outreach, in reach and support services in the Free State. Rendering commuted overtime is compulsory. As a joint staff appointment your responsibilities include service delivery, leadership and administration, research engaged scholarship and teaching and learning. Manage and supervise the teaching and training of undergraduates and postgraduates at UAH/UFS. Perform all reasonable duties as directed by the Head Clinical Services / CEO: UAH / Head of school; Clinical Medicine and Dean: UFS. Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these areas.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
 : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/392 : **HEAD CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY: GRADE 1-2: REF NO: H/H/3/2026 (X2 POSTS)**

SALARY : Grade 1: R2 084 754 – R2 212 680 per annum
 Grade 2: R2 279 559 – R2 492 571 per annum

**CENTRE
REQUIREMENTS**

all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

: Univeristas Academic Hospital: Bloemfontein
: Matric, MBChB or equivalent degree, FCOG (SA) Master's degree that allows registration with HPCSA as Medical Specialist in Obstetrics and Gynaecology as recognized by SAQA. Current registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology (2026/2027). management experience as required by the post. Be a South African citizen or a permanent residence of South Africa. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Valid driver's license. Knowledge And Skills: Knowledge of Public Service legislation, policies and procedures. Medical management, written and verbal communication skills and report writing skills. Ensure effective delivery of Obstetrics and Gynaecology services according to current guidelines. Lead clinical governance activities, including audits, M&M reviews and quality improvement initiatives.

DUTIES

: Manage patient flow and optimise theatre, ward, and outpatient services for safe, efficient care. Oversee clinical outcomes and ensure safe, evidence-based care. Strengthen medico-legal risk reduction, patient-safety measures and National Core Standards compliance within Obstetrics and Gynaecology Department. Manage patients in both inpatient and outpatient settings. Represent province at provincial/ national meetings/ forums. Ensure active CPD program is run in the Department. Supervise junior medical officers, registrars and interns in training. Ensure optimal training of registrars as per HPCSA guidelines. Provide clinical supervision and mentorship to registrars. Coordinate and deliver formal teaching activities, skills training and assessment preparation. Participate in assessments, monitor registrar progress, and contribute to curriculum development in collaboration with the academic division. Advise and guide students, teach under-and post graduate students. Maintain open communication channels with student. Check/moderate test and exam papers. Assist in updating curricula, courses and programs. Provide advice to other healthcare professionals and run Skills Development Programmes to share expertise. Participate in after-hours consultant call roster to ensure continuous availability of expert Obstetrics and Gynaecology support. Provide direct clinical care, supervision and management of high-risk cases. Ensure appropriate documentation, handover processes and continuity of care for weekend and after-hours services. Support budget planning and ensure efficient resource use. Maintain discipline and promote a professional work culture. Conduct performance appraisals, skills assessments and staff development.

**ENQUIRIES
APPLICATIONS**

: Prof NR Maharaj Tel No: (051) 401 3240
: To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/393

: **HEAD CLINICAL UNIT: ORTHOPAEDIC: GRADE 1-2: REF NO: H/H/4/2026
(X2 POSTS)**

SALARY

: Grade 1: R2 084 754 – R2 212 680 per annum
Grade 2: R2 279 559 – R2 492 571 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Boitumelo Regional Hospital: Kroonstad
: Matric, MBChB or equivalent degree, MMed (Orthopaedics) or FC (Ortho) SA. A valid registration with Health Professions Council of South Africa (HPCSA) as an Orthopaedics Medical Specialist as recognized by SAQA. Current registration with the HPCSA as Medical Specialist in Orthopaedics (2026/2027). A minimum of seven (3) years' experience after registration as an Orthopaedic surgeon. Be a South African citizen or a permanent residence of South Africa. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedic. Valid driver's license. Knowledge and Skills: Knowledge of Public Service legislation, policies and procedures. Medical management, written and verbal communication skills and report writing skills. Provide evidence of leadership qualities and experience. Provide evidence of teaching and learning and examining (undergraduate and postgraduate level). Proof of the following research experience e.g. (publications, postgraduate supervision, National / Local Research organizations, (or equivalent qualifications) or a PhD.

		Evidence of good professional standing, e.g. membership of professional organizations (other than HPCSA) Ensure effective delivery of services according to current guidelines. Lead clinical governance activities, including audits, M&M reviews and quality improvement initiatives.
<u>DUTIES</u>	:	Manage patient flow and optimise orthopaedics, ward, operating Theatre and outpatient services for safe, efficient care. Oversee clinical outcomes and ensure safe, evidence-based care. Strengthen medico-legal risk reduction, patient-safety measures and National Core Standards compliance within Orthopaedics Department. Manage patients in both inpatient and outpatient settings. Represent province at provincial/ national meetings/ forums. Incumbent will be responsible for the provision of Orthopaedic quality, cost effective clinical services at Boitumelo Regional Hospital. Full time Clinical Service provision including after-hours service (weekdays, weekends and public holiday). Organising orthopaedic services in the hospital and the sub district to achieve quality services that are effective and efficient. Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Orthopaedics academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Maintain discipline and promote a professional work culture. Conduct performance appraisals, skills assessments and staff development.
<u>ENQUIRIES</u>	:	Dr KM Mahasa Tel No: (056) 216 5200
<u>APPLICATIONS</u>	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/394</u>	:	<u>MEDICAL SUB-SPECIALIST: PAEDIATRICS DEVELOPMENT: GRADE1-3 REF NO: H/M/9/2026</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 – R1 647 630 per annum Grade 2: R1 773 222 – R1 881 330 per annum Grade3: R1 936 806 – R2 212 680 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Univeristas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Development). Current registration with the HPCSA (2026/2027). Certified service record as a Medical Specialist. Be a South African Citizen or a permanent resident. Experience. Grade 1: No experience after registration with the HPCSA AS Medical Specialist in Paediatric Development. 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 foreign qualified employees) as Medical Specialist in Paediatric Development. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Development. Knowledge and Skills: Experience in clinical sub-specialty care services around the field of Paediatric Development. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.
<u>DUTIES</u>	:	Provide specialised diagnostic and therapeutic services in Paediatric Development. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams to develop comprehensive treatment plans. Participate in clinical ward rounds, outpatient consultations and evidence-based practice. Conduct clinical audits, mortality, morbidity and monitoring and evaluating relevant clinical effectiveness indicators. Teach undergraduate and postgraduate medical students. Develop and deliver lectures, tutorials and bedside teaching session. Supervise clinical training and mentor junior doctors in research and professional development. Participate in curriculum design and evaluation within the academic institution. Conduct and publish original research relevant to Paediatric Development. Apply for research funding and collaborate with national and international partners. Promote a culture of inquiry and evidence-

based medicine among trainees and colleagues. Present finding at academic conferences and contribute to the development of clinical guidelines. Assist in planning and evaluating clinical services to improve patient outcomes. Participate in departmental meetings, hospital committees and policy development. May hold leadership roles as Head of Paediatric Development, Clinical Supervisor or Research Coordinator.

ENQUIRIES : Dr N.E Tabane: Tel No: (051) 401 2591
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/395 : **MEDICAL SUB-SPECIALIST: PAEDIATRICS ONCOLOGY: GRADE1-3 REF NO: H/M/10/2026**

SALARY : Grade 1: R1 553 670 – R1 647 630 per annum
 Grade 2: R1 773 222 – R1 881 330 per annum
 Grade3: R1 936 806 – R2 212 680 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
 Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Oncology). Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist. Be a South African Citizen or a permanent resident. Experience. **Grade 1:** No experience after registration with the HPCSA AS Medical Specialist in Paediatric Oncology. **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 foreign qualified employees) as Medical Specialist in Paediatric Oncology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Oncology. Knowledge and Skills: Experience in clinical sub-specialty care services around the field of Paediatric Oncology. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.

DUTIES : Provide specialised diagnostic and therapeutic services in Paediatric Oncology. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams to develop comprehensive treatment plans. Participate in clinical ward rounds, outpatient consultations and evidence-based practice. Conduct clinical audits, mortality, morbidity and monitoring and evaluating relevant clinical effectiveness indicators. Teach undergraduate and postgraduate medical students. Develop and deliver lectures, tutorials and bedside teaching session. Supervise clinical training and mentor junior doctors in research and professional development. Participate in curriculum design and evaluation within the academic institution. Conduct and publish original research relevant to Paediatric Oncology. Apply for research funding and collaborate with national and international partners. Promote a culture of inquiry and evidence-based medicine among trainees and colleagues. Present finding at academic conferences and contribute to the development of clinical guidelines. Assist in planning and evaluating clinical services to improve patient outcomes. Participate in departmental meetings, hospital committees and policy development. May hold leadership roles as Head of Paediatric Development, Clinical Supervisor or Research Coordinator.

ENQUIRIES : Dr N.E Tabane Tel No: (051) 401 2591
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/396 : **MEDICAL SUB-SPECIALIST: INTERNAL MEDICINE (NEPHROLOGY): GRADE1-3 REF NO: H/M/11/2026 (X2 POSTS)**

SALARY : Grade 1: R1 553 670 – R1 647 630 per annum
 Grade 2: R1 773 222 – R1 881 330 per annum
 Grade 3: R1 936 806 – R2 212 680 per annum

		all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Univeristas Academic Hospital: Bloemfontein
	:	Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Adult Nephrology. Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist in Adult Nephrology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Adult Nephrology. Grade 2: 5 years after registration with the HPCSA as Medical Specialist in Adult Nephrology (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Adult Nephrology. Grade 3: 10 years after registration with the HPCSA as Medical Specialist in Adult Nephrology (or a recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Adult Nephrology. Knowledge And Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public Service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Diagnose and manage patients with hypertension and kidney disease. Manage patients on various forms of kidney replacement therapy. Oversee kidney transplantation evaluation process and render post-transplant care. Participate in performing minor surgical procedures such as kidney biopsies, haemodialysis and peritoneal dialysis catheter insertions. Collaborate in multidisciplinary teams where necessary. Facilitate patient education and awareness programs. Actively participate in undergraduate and postgraduate teaching according to the prescription curriculum for medical education. Train and guide junior staff in performing medical procedures. Oversee the running of the satellite dialysis unit by periodically visiting those units to provide a consultation service and training. Provide virtual consultation service for the satellite dialysis units for emergencies. Become a member of the committees as required, and contribute meaningfully. Supervise research of undergraduate and postgraduate students. Participate in departmental research and clinical trials.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof BF Bisiwe Tel No: (051) 405 3911
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/397</u>	:	<u>MEDICAL SUB-SPECIALIST: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY): GRADE1-3 REF NO: H/M/12/2026</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 – R1 647 630 per annum Grade 2: R1 773 222 – R1 881 330 per annum Grade3: R1 936 806 – R2 212 680 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Univeristas Academic Hospital: Bloemfontein
	:	Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Internal Medicine (Clinical Haematology) Sub-Specialty. Current registration with the HPCSA (2026/2027). Certified of service record as Medical Specialist or Sub-Specialty. Be a South African citizen or be a permanent resident. Experience: Grade 1: None after registration as a Medical Specialist in Haematology Sub-Specialty with HPCSA in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Haematology Subspecialty after registration as with HPCSA in respect of South African qualified employees. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist in Haematology Sub-Specialty with HPCSA in respect of South African qualified employees. Knowledge And Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public Service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Inpatient care of patient referred to division of clinical haematology. Outpatient follow-up of clinical haematology patients. Oversight of intern, registrar, medical officer and fellows clinical work. Plan and oversee specialised

haematology therapies including chemotherapy, apheresis, immunotherapy etc. Perform and oversee haematopoietic stemcell transplantation. Perform procedures relevant to clinical haematology//internal medicine e.g bone marrow, aspiration/biopsy, lumbar puncture, lines, etc. Responsible for training of medical students in the form of lectures and bedside teaching. Responsible for training of internal medicine and haematopathology registrars in the form of lecturers and bedside teaching. Responsible for training of clinical haematology subspecialty fellows. Responsible for setting exams questions for medical students, registrars and subspecialty fellows. Marking of MMed, and MPhil dissertation. Supervise students, registrars and subspecialty fellow research projects. Perform origin clinical research within the division of clinical haematology. Remove oversight/guidance of patient care in peripheral health care facilities (e.g Lesotho, Northern Cape and Free State). Remote training sessions for healthcare providers in peripheral healthcare facilities. Outreach visits to peripheral healthcare facilities. Assist Head Clinical Unit with patients and unit related administrative duties. Assist with Department of Internal Medicine administrative duties. Serving on departmental committees.

- ENQUIRIES** : Prof JLR Malherbe Tel No: (051) 405 2878
- APPLICATIONS** : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 08/398** : **MEDICAL SUB-SPECIALIST: PAEDIATRICS NEUROLOGY: GRADE1-3**
REF NO: H/M/17/2026
- SALARY** : Grade 1: R1 553 670 – R1 647 630 per annum
Grade 2: R1 773 222 – R1 881 330 per annum
Grade3: R1 936 806 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.
- CENTRE** : Univeristas Academic Hospital: Bloemfontein
- REQUIREMENTS** : Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Neurology). Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist. Be a South African Citizen or a permanent resident. Experience.
Grade 1: No experience after registration with the HPCSA AS Medical Specialist in Paediatric Neurology. **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 foreign qualified employees) as Medical Specialist in Paediatric Neurology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Neurology. Knowledge and Skills: Experience in clinical sub-specialty care services around the field of Paediatric Neurology. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.
- DUTIES** : Provide specialised diagnostic and therapeutic services in Paediatric Oncology. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams to develop comprehensive treatment plans. Participate in clinical ward rounds, outpatient consultations and evidence-based practice. Conduct clinical audits, mortality, morbidity and monitoring and evaluating relevant clinical effectiveness indicators. Teach undergraduate and postgraduate medical students. Develop and deliver lectures, tutorials and bedside teaching session. Supervise clinical training and mentor junior doctors in research and professional development. Participate in curriculum design and evaluation within the academic institution. Conduct and publish original research relevant to Paediatric Oncology. Apply for research funding and collaborate with national and international partners. Promote a culture of inquiry and evidence-based medicine among trainees and colleagues. Present finding at academic conferences and contribute to the development of clinical guidelines. Assist in planning and evaluating clinical services to improve patient outcomes. Participate in departmental meetings, hospital committees and policy

development. May hold leadership roles as Head of Paediatric Neurology, Clinical Supervisor or Research Coordinator.

ENQUIRIES : Dr N.E Tabane Tel No: (051) 401 2591
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/399 : **MEDICAL SPECIALIST GRADE 1-3: OBSTETRICS AND GYNAECOLOGY H/M/18/2026**

SALARY : Grade 1: R1 553 670 – R1 647 630 per annum
Grade 2: R1 773 222 – R1 881 330 per annum
Grade3: R1 936 806 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital
REQUIREMENTS : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current annual registration with HPCSA (2025/2026) Knowledge and Skills: ACLS, ATLS, APLS, Diploma in Anesthesiology. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentation: Reduce medical litigation by exercising good clinical ethos, Complete medico-legal documentation, and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr MJ Maseloa Tel No: (051) 405 1936
APPLICATIONS : Send To: <https://ihealth.gov.za/e-Recruitment>

POST 08/400 : **MEDICAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY: GRADE 1- 3 REF NO: H/M/13/2026 (X2 POSTS)**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric, MBChB or equivalent degree, FCOF(SA) or Masters Degree in Obstetrics and Gynaecology that allows registration with HPCSA AS Medical Specialist in Obstetrics and Gynaecology. Current valid registration with

HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Current registration with the HPCS (2026/2027). Experience: **Grade 1:** None after registration as Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. Certified proof of service record as a Medical Specialist. A valid driver's license. Be a South African citizen or be a permanent resident. **Grade 2:** Minimum of 5 years appropriate experience as Medical Specialist after registration with the Health Professional Council of South Africa (HPCSA). (or a recognised foreign Health professional council in respect of foreign qualified employees), as Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** Minimum of 10 years appropriate experience as medical specialist with the health professional council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology (or a recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Obstetrics and Gynaecology. Knowledge And Skills: Provide high levels of training as per accredited body regulations i.e. HPCSA, SASOG, CMSA. Extensive knowledge on Public Service legislation, policies and procedures. Excellent communication skills (verbal, written, report writing, medico-legal reporting). Good inter-personal skills, honesty, integrity and excellent work ethics.

DUTIES : Improve quality of care by providing clinical care in Obstetrics and Gynaecology. Consult, investigate, diagnose and manage the treatment of patients. Participate in commuted overtime and render after hour duties to provide continuous uninterrupted care of patients. Participate in community/outreach programmes such as ESMOE training. Ensure proper and accurate record keeping as legally and ethically required within the Department of Obstetrics and Gynaecology. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing medico legal documents timeously. Preparing and writing reports and audits. Supervise and provide guidance to junior doctors in the Department of Obstetrics and Gynaecology. Participate in the academic program in the hospital and all activities of the discipline in relation to teaching and research (undergraduate students, Interns and community service Doctors).

ENQUIRIES : Prof NR Maharaj Tel No: (051) 401 3240
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/401 : **MEDICAL SPECIALIST: FAMILY MEDICINE: GRADE 1-3 REF NO: H/M/14/2026**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
 Grade 2: R1 531 032 – R1 623 609 per annum
 Grade 3: R1 773 222 – R2 212 680 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
 Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as a Medical Specialist in Family Medicine. Current registration with the HPCSA (2026/2027). **Grade 1:** None after registration as Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. Knowledge and skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and excellent work ethics. Evidence of research publications.

DUTIES : Providing leadership and administrative functions in the Department of Family Medicine. Provision of quality clinical service delivery on the FSDoH clinical platform, including outreach and support. Involvement in knowledge development and research. Self-development and training of other care professionals. Provide clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating relevant clinical effectiveness indicators. Perform all reasonable duties as

directed by the Head of Department and Head of Clinical Unit, Family Medicine.
Commuted overtime is compulsory.

ENQUIRIES : Prof H Brits Tel No: (051) 405 3308
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/402 : **MEDICAL SPECIALIST: CARDIOLOGY: GRADE 1-3 REF NO: H/M/15/2026**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade3: R1 773 222 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Specialist in Cardiology. Current registration with the HPCSA (2026/2027). **Grade 1:** None after registration as Medical Specialist with HPCSA in respect of South Africa qualified employees. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist with HPCSA) in respect of South Africa qualified employees. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist with HPCSA in respect of South Africa qualified employees. Knowledge And Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and excellent work ethics.

DUTIES : Service delivery and medical administration. Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and Head Clinical Unit Cardiology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating relevant clinical effectiveness indicators.

ENQUIRIES : Dr ND Van der Merwe Tel No: (051) 405 3390
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/403 : **MEDICAL SPECIALIST GRADE 1-3**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Pharmacology Ref No: H/M/30/2026 (X1 Post)
Urology Ref No: H/M/31/2026 (X1 Post)

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. Current valid registration with HPCSA as Medical Specialist in Cardiology. Current registration with the HPCSA for the period of 2026/202. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid Driver's license. South African citizen or permanent residence. Knowledge and skills: Additional qualification e.g; primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc.

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training, Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3469
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/404 : **MEDICAL SPECIALIST: PSYCHIATRY: GRADE 1-3 REF NO: H/M/16/2026 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

		all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Free State Psychiatric Complex, Bloemfontein
	:	MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Psychiatry. Current registration with the HPCSA (2026/2027). Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<u>DUTIES</u>	:	Provision of strategic leadership by participating in the strategic and operational management of Mental Health Clinical Services in the Free State Psychiatric Complex and Free State Province including development and outreach programmes. Ensure provision of compassionate and quality clinical services in the Psychology Division to mental health care users. Strengthening information and knowledge management system to optimize performance and research capacity. Establishing and maintaining of effective Teaching and learning, research supervision, engaged scholarship, leadership, leadership and administration of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the University of the Free State (UFS) in line with the professional bodies. Build a strategic and dedicated workforce that is responsive to service demands.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof P J Pretorius Tel No: (051) 051 4079 448/9214
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/405</u>	:	<u>MEDICAL REGISTRARS (X37 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 – R1 046 763 per annum, -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Univeristas Academic Hospital: Bloemfontein Anaesthesiology: Ref No: H/M/19/2026 (X6 Posts) Cardiothoracic Surgery: Ref No: H/M/20/2026 (X1 Post) Family Medicine: Ref No: /M/19/2026 (X5 Posts) Forensic Medicine: Ref No: H/M/21/2026 (X1 Post) General Surgery: Ref No: H/M/22/2026 (X4 Posts) Internal Medicine: Ref No: H/M/23/2026 (X5 Posts) Neurology: Ref No: H/M/24/2026 (X1 Post) Obstetrics & Gynaecology: Ref No: H/M/25/2026 (X2 Posts) Oncology: Ref No: H/M/26/2026 (X3 Posts) Orthopaedic Surgery: Ref No: H/M/27/2026 (X3 Posts) Otorhinolaryngology: Ref No: H/M/27/2026 (X1 Post) Paediatrics: Re No: H/M/28/2026 (X2 Posts) Paediatric Surgery: Ref No: H/M/29/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. Current valid registration with HPCSA as Medical Specialist in Cardiology. Current registration with the HPCSA for the period of 2026/202. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid Driver's license. South African citizen or permanent residence. Knowledge and skills: Additional qualification e.g; primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc.
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training, Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr R Nathan Tel No: (051) 405 3469
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/406</u>	:	<u>PSYCHOLOGIST REF NO: H/C/12/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 2: R1 014 704 per annum Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Free State Psychiatric Complex: Bloemfontein

<u>REQUIREMENTS</u>	:	Grade 1: experience none. Grade 2: experience 5 years master's in psychology. Registration with the Health Professions Council of South Africa (HPCSA) Psychologist in any of the identified categories. Current registration with the HPCSA (2026/2027) Knowledge and Skills: Experience in training of undergraduate and postgraduate, medical and clinical psychology students. At least Experience in the provision of psychological services at a tertiary Psychiatric Hospital. Knowledge and experience in Free State Psychiatric model and Ideal Hospital. Evidence of academic and scientific research publication in the local and international journals. Evidence of academic scientific presentation in local and international conferences. Knowledge of diagnostic and therapeutic procedures and manuals. Knowledge of research methodology. Knowledge of application Mental Health Legislation. Computer Literacy.
<u>DUTIES</u>	:	Provision of psychological services at rotational point/umit. Training and educating under and post graduate students. Management and supervision of academic research. Ensure provision of compassionate and quality clinical services in the Clinical Psychology Division and the Free State Province.
<u>ENQUIRIES</u>	:	Dr A George Tel No: (051) 407 9464
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/407</u>	:	<u>ASSISTANT MANAGER: NURSING; SPECIALTY-(PSYCHIATRY): PNB-4: REF NO: H/A/2026</u>
<u>SALARY</u>	:	R755 355 per annum, Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council Registration with the SANC as Professional Nurse in terms of Notice 425 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 the relevant specialty. Current registration with the SANC (2026/2027). A minimum of 10 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 6 years of the period referred above must be appropriate/ recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty (Advanced Psychiatric Nursing Science). At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Nursing Strategy, Ideal Hospital framework, MHCA no 17 of 2002, Criminal procedure Act no 51 of 1977, National Nursing Strategy 2020/21 – 2025/26 etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Must have Basic computer literacy. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive. Knowledge of DOH policies. Knowledge of the Public Services Act and Regulations, public Finance Management and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Knowledge of OSD for nurses. Computer literacy, driver's license. Diploma/Degree in Nursing Administration will be an added advantage.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on healthcare. Develop / establish and maintain constructive working relationships with Nursing and other stakeholders (i.e. inter professional, inter sectoral and multi – disciplinary teamwork). Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework Provision of effective support to

Nursing Services and act in the capacity of Nursing Manager as delegated. Manage effectively the utilization and supervision of resources (Human, Financial, Services). Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Lead your team in your area of supervision with monitoring, prevention and Management of Patient Safety Incidents. Coordination of the provision of effective training and research. Compile evidence-based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff, maintain evidence-based practice. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development. Sustain effective management of quality nursing service. Coordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction survey. Implement complaints and patient safety incidents guidelines. Develop and ensure implementation of SOPs for the institution, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively.

**ENQUIRIES
APPLICATIONS**

: Me M.E. Semelo Tel No: (051) 407 9207
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/408

: **OPERATIONAL MANAGER: (PNB3): REF NO: H/O/4/2026**

SALARY

: R693 096 per annum, Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Free State Psychiatric Complex, Bloemfontein
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Psychiatric Nursing. Current registration with the SANC. (2026/2027) A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification (Advanced Psychiatric Nursing Science). Diploma in Nursing Administration will be an added advantage. Driver's license. Knowledge And Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nurses, Mental Health Care Act, Nursing Act. Demonstrate a basic understanding of HR and financial policies and practices.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the specialty Unit. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing services. Maintain professional growth/ ethical standards and self- development. Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programs. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses.

**ENQUIRIES
APPLICATIONS**

: Me M.E. Semelo Tel No: (051) 407 9207
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/409

: **CHIEF RADIOGRAPHER GRADE 1-2: REF NO: H/C/13/2026 (X2 POSTS)**

SALARY

: Grade 1: R575 250 – R638 856 per annum, (OSD)
Grade 2: R657 507 – R727 350 per annum, (OSD)

		Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pelononi Tertiary Hospital
	:	Senior certificate, National Diploma/Degree in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. Minimum of 3 years' experience after registration with the HPCSA as a Diagnostic Radiographer (Independent Practice) (2026/2027). Must have completed community service as per requirements of the professional body HPCSA. Proof of CPD compliance with HPCSA. Valid driver's license. Knowledge And Skills: Sound knowledge of the philosophy underpinning practice in radiography. Knowledge of code of conduct arising from professional and statutory sources. Knowledge of pathological processes and their imaging appearance. Knowledge of Diagnostic Radiography procedures. Knowledge of radiographic equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulation, safety measures and policies. Knowledge of occupational health and safety and other relevant acts, policies and regulations. Knowledge of quality assurance procedures and methods as per radiation control directorates. Good leadership, negotiation, problem solving, communication and interpersonal skills. Knowledge of public service policies, acts and regulations. The following will serve as an added advantage: Additional post-graduate certificate/qualifications in line with the profession.
<u>DUTIES</u>	:	Support the Radiography Management in order to meet the objective of the department and a provision of 24-hour radiography service. Perform general Radiography, CT scan, Fluoroscopy, portable/mobile x-rays, theatre and MRI examinations, mammography (where qualifications are as per SAHPRA and HPCSA requirements). Participate in continuous professional development. Manage the sub-component by supervising Radiography junior staff, students and administrators, performing relevant administrative functions related to clinical functions as delegated. Ensure efficient and effective control and use of all equipment, assets and resources including consumables and stock belonging to the cost center. Participate in the development, implementation and monitoring of policies and procedures to ensure the effective and efficient functioning of the department. Participate in the quality assurance programmes and required by the radiation control directorate and department of health.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr MJ Maseloa Tel No: (051) 405 1936
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/410</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PNB 1-2) REF NO: H/P/12/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 - R583 989 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Free State Psychiatric Complex, Bloemfontein
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Current registration with the South African Nursing Council (SANC) as Professional Nurse (2026/2027). 1 Year post basic qualification in Advanced Child Psychiatry. Knowledge and Skills: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relations. Knowledge of Mental Health Act, procedures and legislation.
<u>DUTIES</u>	:	Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit in a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice /quality patient care) as a shift leader. 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 a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure that a holistic nursing care service is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation an related legal and ethical nursing practices.
<u>ENQUIRIES APPLICATIONS</u>	:	Me M.E. Semelo Tel No: (051) 407 9207
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment

- POST 08/411** : **CHIEF SKILLS DEVELOPMENT OFFICER REF NO: H/C/14/2026**
 Corporate Office
 HRD Directorate
- SALARY** : R468 459 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Matric and A graduate qualification at NQF 7 in Human Resource Management, Human Resource Development, Public Management or Public Administration. Valid Vehicle Driver's Licence Knowledge and Skills: Knowledge of the Skills Development Act, Public Service Regulations, HR Development Strategic Framework. Knowledge of the Public Service Act, Labour Relations Act, National Qualifications Framework Act. Relevant SETA's and PSETA. Knowledge of Public Sector Supply Chain Management and Labour Relations processes. Knowledge of the DPSA compulsory development training programs and also the NSG training and registration processes. A thorough understanding of the DPSA skills Audit Methodology implementation skills. Facilitation and Moderation skills. Report and policy development, analytical, good presentation skills, research and communication skills (verbal & written) good relations, excellent computer skills, ability to work under pressure. Occupationally Directed Education, Training and Development Practitioner certificate.
- DUTIES** : Develop, review and monitor policies and directives provide inputs into HRD Strategies to ensure optimal skills development programs within the department. Manage, co-ordinate and roll-out skills development programs within the department to ensure a capable and trained workforce. Ensure that the skills audit methodology is correctly applied to identified occupational classes where a skills audit must be undertaken to identify skills gaps. Perform quality assurance methodology on training programs implemented to ensure value for money in the department. Manage resources in the unit inclusive of performance and discipline to ensure excellent service delivery.
- ENQUIRIES** : Me. M Voster Tel No: (051) 408 1733/ 051 408 1290/051408 1810
- APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 08/412** : **PHARMACIST INTERN REF NO: H/P/13/2026 (X4 POSTS)**
- SALARY** : R440 226 per annum
- CENTRE** : Univeristas Academic Hospital: Bloemfontein
- REQUIREMENTS** : Matric and an appropriate B Pharm Degree that allows registration with the SAPC as a Pharmacist Intern. Registered with the South African Pharmacy Council as Pharmacist Intern. Current registration (2026/2027). Knowledge and Skills: Have good work ethics and well-disciplined, committed and take responsibility to ensure quality pharmaceutical services to all. Must be willing to work beyond the call of duty. Be a team player.
- DUTIES** : Work done according to the scope of practice of pharmacist intern. Render a comprehensive, professional and quality pharmaceutical services in the form of support, assistance, executive of duties and performing of act, in line with relevant policies standard operation procedures and legislation. Management and control of pharmaceutical stock in all inventories and all assets. Ensure adherence to the supply chain management procedures and to the statutory regulations. Chemotherapy preparation and rotation to satellite pharmacy. Work under direct supervision of Pharmacist. Do ward rounds. Do drug utilization reviews (DUR's), audits and reporting. Ensure compliance with all inspections. Successful completion of 6 CPD's as required by SAPC and successful completion of compulsory pre-registration.
- ENQUIRIES** : Me Z Loots Tel No: (051) 405 3467
- APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 08/413** : **OCCUPATIONAL THERAPY: GRADE 1-3 REF NO: H/O/5/2026**
- SALARY** : Grade 1: R397 233 – R454 191 per annum
 Grade 2: R466 941 – R529 221 per annum
 Grade 3: R543 099 – R657 507 per annum
 plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : Univeristas Academic Hospital: Bloemfontein

- REQUIREMENTS** : Matric and B / B.Sc Degree in Occupational Therapy that allows registration with HPCSA as Occupational Therapist Current registration with the HPCSA (2026/2027) as Occupational Therapist. **Grade 1:** No experience after registration with the Health Professions Council of South Africa in the relevant profession as an Occupational Therapist. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Occupational Therapist. Knowledge and Skills: Good communication and interpersonal skills. Computer literacy, analytic thinking and problem-solving skills. Independent decision-making, problem-solving and driving skills. Experience in rehabilitating patients in a hospital setting.
- DUTIES** : Render and manage advanced and specialised Occupational Therapy service to all referred patients. Continuous administration in support of the Occupational Therapy service and maintenance of processes for the provisioning of quality Occupational Therapy services. Continuous effective supervising of Occupational Therapy students. Continuous effective professional development of the clinician. Continuous effectiveness development of the Occupational Therapy service. Promotion and marketing of services in the hospital.
- ENQUIRIES APPLICATIONS** : Me V Alexander Tel No: (051) 405 3405
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 08/414** : **SPEECH THERAPIST: GRADE 1-3 REF NO: H/S/1/2026**
- SALARY** : Grade 1: R397 233 – R454 191 per annum
Grade 2: R466 941 – R529 221 per annum
Grade3: R543 099 – R657 507 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Univeristas Academic Hospital: Bloemfontein
: Grade 12 with appropriate qualification in Speech Therapy or Speech Therapy and Audiology that allows registration with the Health Professions Council of South Africa (HPCSA) as recognised by SAQA. Current registration with HPCSA (2026/2027) as an Independent Speech Therapy Practitioner or Speech Therapy & Audiology. Valid Driver's license. Experience: **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA). **Grade 2:** Minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA). **Grade 3:** Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA). Knowledge and skills: Computer literacy. Allied Health Professions process. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Speech Therapist services. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Conduct examination to patients with speech problems, which may require the use special equipment and tests. Compile a report on assessment and testing and make referrals. Provide rehabilitation programmers as part of treatment, which includes counselling and guidance for speech impaired. Assess the condition of the patients who are unable to communicate effectively due to conditions such as cleft palate, delayed speech or language development or emotional disturbances. Assess and treatment whose language, speech or voices have been affected by surgery, diseases or disorders of the nervous system or brain damage. Make follow-up consultation on the conditions of patients. Coordinate and ensure the promotion and marketing of Speech Therapy services. Exercise safeguarding of all consumables and equipment.
- ENQUIRIES APPLICATIONS** : Me Q Nidela Tel No: (051) 405 3261
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 08/415** : **ARTISAN: PLUMBING/MECHANICAL/ELECTRICAL REF NO: H/A/9/2026**
- SALARY** : R269 499 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Dihlabeng Regional Hospital: Bethlehem
: Appropriate trade test certificate by SAQA. Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of

- the repealed Section 27 of the Act referred to. Valid driver's license. Knowledge and Skills: N3 Certificand Can be an added advantage.
- DUTIES** : To perform and/or supervise technical design, production, operation and maintenance services. Supervise and monitor the completion of job requests. Supervise and mentor subordinates. Perform administrative functions. Detailed key performance areas can be obtained from the contact person
- ENQUIRIES** : Mr C Botha Tel No: (058) 303 0173
- APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

DEPARTMENT OF SOCIAL DEVELOPMENT



- APPLICATIONS** : Please forward your application quoting the relevant reference number, The Department of Social Development, Private Bag X20616, Bloemfontein, 9300. or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to Recruitment@fssocdev.gov.za. Tel No: 083 555 9270
- FOR ATTENTION** : Ms. AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building
- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Use of the old Z83 Form will result in disqualification. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. 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. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

POST 08/416 : **CENTRE MANAGER: THEKOLOHELONG WELFARE CENTRE REF NO: DSDFS 41/26**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), all-inclusive remuneration package
: Thekolohelong Welfare Centre

: An appropriate Bachelor's degree in Social Work. Current registration with the appropriate South African Council for Social Service Professions. A minimum of 6-10 relevant working experience. Computer literacy. Valid Driver's License. (Applicants are not submitting copies / attachments / certificates / ID/ Driver license / qualifications on application, only when shortlisted)

DUTIES : Management of the Residential Care Centre. Facilitate and plan development programmes for elderly. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to elderly in need of care. Ensure good governance through effective management of systems, processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.

ENQUIRIES APPLICATIONS : Ms. M.J. Mphatsoe at 083 462 2059
: be email to Recruitment@fssocdev.gov.za

POST 08/417 : **DEPUTY DIRECTOR: SALARIES AND TRANSFER PAYMENTS REF NO: DSDFS NO 09/26**

This is a re-advertisement, applicants who previously applied need not re-apply.

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), all-inclusive remuneration package.
: Provincial Office (Bloemfontein)

: A relevant tertiary qualification in Financial Management at NQF level 6. A 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. A valid driver's license. Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of BAS and PERSAL. Salary Payroll Management.

DUTIES : Manage the Salary administration and transfer payments sub-directorates. Monitor the Policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Expenditure management – ensure that payments for compensation of employees, goods and services, transfers and subsidies and reporting are efficiently and effectively performed. Oversee the Debt management in the Department. Accounting – To provide financial administration and accounting services (ledgers/journals, accounting, and reporting (interim and annual financial statements). Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES APPLICATIONS : Ms. N.P.P Mtirara Tel No: (051) 409 0605
: be e-mail to Recruitment@fssocdev.gov.za

POST 08/418 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BANKING AND REVENUE) REF NO: DSDFS11/26**

This is a re-advertisement, applicants who previously applied need not re-apply.

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Provincial Office (Bloemfontein)

: A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.

DUTIES : Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Oversee and monitor income against budget and review reconciliations. Oversee and

- undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.
- ENQUIRIES** : Mr. M.J. Molise Tel No: (051) 409 0511. Applications be email to Recruitment@fssocdev.gov.za.
- POST 08/419** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BOOKKEEPING SERVICES) REF NO: DSDFS 12/26**
This is a re-advertisement, applicants who previously applied need not re-apply.
- SALARY** : R468 459 per annum (Level 09)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.
- DUTIES** : Oversee verification of source documents. Oversee the quality assurance and verification of transactions on LOGIS and BAS. Ensure that the expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorize the payments of Goods & Services on the accounting systems. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.
- ENQUIRIES** : Mr. M.J. Molise Tel No: (051) 409 0511
APPLICATIONS : be email to Recruitment@fssocdev.gov.za
- POST 08/420** : **ASSISTANT DIRECTOR: FINANCIAL PLANNING BUDGET MONITORING AND REPORTING REF NO: DSDFS 27/26**
This is a re-advertisement, applicants who previously applied need not re-apply.
- SALARY** : R468 459 per annum (Level 09)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. Minimum of 5 years relevant experience in Public Sector Financial Administration. Knowledge and understanding of the PFMA, Treasury Regulations and budget related issues in the Public Sector. High level of computer literacy especially in Excel and PowerPoint.
- DUTIES** : Ensure effective budget process through facilitation of and assisting with compiling of all budget planning and other budget related documents. Ensure that all budget processes are in accordance with the PFMA and Treasury Regulations. Ensure that accurate and reliable expenditure reports and presentations are compiled to present the expenditure information of the department internally and externally. Continuous monitoring of budgets - expenditure trends, actual expenditure, commitments, deviations and projections. Assist Programme Managers with effective management of allocated budgets. Control of SCOA segments and BAS codes related to budgeting. Assist with shifting of funds and virements as well as the reporting thereof. Perform administration functions for the section. Monitor performance of employees, determine workflow requirements and training needs.
- ENQUIRIES** : Ms. Sonja van der Merwe at 066 487 6197
APPLICATIONS : be email to Recruitment@fssocdev.gov.za
- POST 08/421** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DSDFS 42/26**
- SALARY** : R468 459 – R551 823 per annum (Level 09)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF level 6) as recognized by SAQA in Labour Relations or equivalent qualification. 3-4 years' experience in conducting misconduct investigations, handling of grievances and conciliation and arbitration. A valid drivers' license. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge

- of DPSA guidelines. Processes of the CCMA, PSCBC and GPSSBC, Interpretation of policies and collective agreement. Willingness to travel and work extended hours.
- DUTIES** : To assist with the Development of labour relation policies. To coordinate/conduct investigation on misconduct and grievance cases to advise appropriately thereon. To Advise management on all labour relations matters in order to minimize unfair labour practices. To present the Department in bilateral discussion with organized labour unions. To perform and manage administrative and related functions. To manage resources to ensure that the objectives of the component are achieved. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.
- ENQUIRIES APPLICATIONS** : Mr. K. Makhema at 066 487 6107
: be email to Recruitment@fssocdev.gov.za
- POST 08/422** : **SENIOR HUMAN RESOURCE OFFICER REF NO: DSDFS 31/26 (X3 POSTS)**
This is a re-advertisement, applicants who previously applied need not re-apply.
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)
: Provincial Office (Bloemfontein)
: National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management or equivalent. Valid Driver's License. 3-5 years' experience in Human Resource Administration. Extensive knowledge of PERSAL, PERSAL Training Courses in Service Conditions, HR Provisioning and Service Termination. Knowledge: knowledge of registry duties, practices as well as the ability to capture data, working knowledge and understanding of the legislative framework governing the public services. Understanding of the work in registry. Knowledge of storage and retrieval procedures in terms of the working environment. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR provisioning, Appointments, Transfer, Probationary periods, Implementation of conditions of service benefits (Leave, Housing, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension and allowances, recommend (approve) transactions in PERSAL according to delegation. Prepare reports on Human Resource administration issues and statistics, termination of service. Initiation of submissions. Handle human resource administration enquiries and statistics.
- ENQUIRIES APPLICATIONS** : Ms. S.D. Lebakeng at 066 486 6668
: be email to Recruitment@fssocdev.gov.za
- POST 08/423** : **LABOUR RELATIONS OFFICER REF NO: DSDFS 43/26**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)
: Provincial Office (Bloemfontein)
: National Diploma (NQF Level 6) as recognized by SAQA in Labour Relations or equivalent qualification. Valid Driver's License. Knowledge: Labour Relations Legislation Processes of Labour Relation matters. Knowledge of the Public Service processes of the CCMA, PSCBC and GPSSBC.
- DUTIES** : Handle misconduct cases, grievances and disputes in line with relevant legislations/resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and dispute on employee relations management information system for record keeping purposes. Provide a secretariat service to the Departmental consultative committee.
- ENQUIRIES APPLICATIONS** : Mr. K Makhema at 066 487 6107
: be email to Recruitment@fssocdev.gov.za
- POST 08/424** : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE PRACTITIONER REF NO: DSDFS 44/26**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)
: Provincial Office (Bloemfontein)
: National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management / Public Administration / Public Management or equivalent. 1-2 years relevant experience in Human Resource Planning. Valid Driver's License

Knowledge: Human Resource Environment, Policies / implementation strategies and knowledge of Human Resource Management Legislation / Directives.

DUTIES

: To participate in the development and implementation of policies, present and coordinate information sessions in the Department in order to contribute to an effective and well-informed workforce. To render a human resource advisory service to the Department to promote an effective human resource environment. Participate in the development of the three-year MTEF Plan to contribute towards the achievement of the Departmental strategic goals and objectives. Participate in the compliance with Employment Equity Plan to comply with the Employment Equity Act.

ENQUIRIES

: Ms. A.W. Molalenyane at 083 555 9270

APPLICATIONS

: be email to Recruitment@fssocdev.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg
- FOR ATTENTION** : Ms. Iris Thanjekwayo at 072 788 2364– Recruitment
- CLOSING DATE** : 20 March 2026, 16h00. No late applications will be considered.
- NOTE** : applications quoting the relevant reference number must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the old Z83 form will not be considered. A New Z83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Note: It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloureds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Environment reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 08/425** : **CHIEF FINANCIAL OFFICER: FINANCE REF NO: REFS/035520**
- SALARY** : R1 494 900 per annum, (all-inclusive salary package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus an undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Financial Management. A minimum of five (5) years' experience at a senior managerial level. CA qualification will be an added advantage. A valid driver's license. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Ensure effective compilation of accurate financial statements. Manage revenue efficiently and effectively by developing and implementing appropriate processes. Ensure that internal procedures and control measures are in place. Compile and accurate departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Provide value adding report to management and external stakeholders timeously. Monitor the operation of accounting systems, controls and procedures to ensure the integrity of financial information and administration. Monitor the provision of financial reporting processes and provide recommendations and advice to address significant variances. Ensure proper financial reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations, DoRA etc. Provide and oversee the overall management and monitoring regarding supply chain compliance. Manage the provisioning of asset management services. Manage the provisioning of logistical and transport services. Manage and facilitate the demand, acquisition and contract management. Manage and conduct compliance Audit. Coordinate and facilitate forensic investigation. Facilitate the conducting of performance Audits. Provide support service to the internal Audit committee. Follow up on the Audits queries. Research and keep abreast of best practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with the Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the chief directorate. Manage the development and coordination of service delivery improvement plan. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the chief directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave in the chief directorate.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 08/426 : **CHIEF DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: REFS/035521**

SALARY : R1 494 900 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Matric plus an undergraduate qualification in Law, Environmental Law, Natural Science or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within compliance and monitoring sector. Successful completion of the Senior Management Pre- entry Programme as endorsed by the National School of Government (NSG). Experience in the field of Environment. Valid driver's licence. Competencies: Knowledge of Environmental Management, Environment, Management authorization support, Environmental impact Assessment regulations, Environmental management systems, Understanding of Environmental Management issues in relation to authorizations as well as applicable legal requirements and processes. Understanding of government standard administrative procedures, Proven Leadership and Management, Coordination skills, Organisational and planning, Relationship Management, Stakeholder engagement, Programme and Project Management, Financial Management, Change management. Knowledge Management, Service Delivery Innovation (SDI Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Innovative and proactive. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Manage and provide strategic leadership to the Chief Directorate and contribute to the relevant programmes and responsibilities within the Chief Directorate. Oversee the management and provision of reactive compliance and enforcement services. Oversee the provision of compliance monitoring and enforcement services. Manage and administer the provision of compliance, monitoring and enforcement with regard to national environmental management biodiversity act. Ensure effective management of teams and programmes within the department that monitor and promote compliance with environmental legislation across the different environmental sectors, including

ENQUIRIES

waste and pollution, air quality and biodiversity management Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related regulations. Oversee resources (Human, Financial, Equipment/Assets)
: Ms. Iris Thanjekwayo at 072 788 2364

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts. Persons whose appointment will promote representativity (specifically Persons with Disabilities and Women in line with the Employment Equity Act No. 55 of 1998), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. Should there be no suitable candidates from the represented groups who can be recruited, the candidates from the unrepresented groups can be considered.

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 20 March 2026 @ 16h30
- NOTE** : All costs associated with an application will be the responsibility of the applicant. Applications on e-Recruitment system: Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalization Volume 1, paragraph 1.30. The applicant confirms and come to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submit the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016). The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. No faxed or emailed applications will be considered. The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has 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? If yes, (provide the details)", then it is acceptable 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 interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided 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. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). The position and the reference number of the post for which you are applying for, as stated in the advert, must be quoted in the spaces provided on the new Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend 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. Personal suitability checks shall be conducted in line with Public Service Regulation 57(1)(c). The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within 4 months of the closing date. However, should there be any dissatisfaction, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within 4 months, in terms of section 5, subsection 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The Department shall not carry any related costs (transport, accommodation or meals) for invited candidates attending interviews. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's license (where required) with their application. Only shortlisted candidates will be required to submit certified copies on / or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za and social media platforms.

OTHER POSTS

- POST 08/427** : **DEPUTY DIRECTOR: CONTRACTS & PERFORMANCE MANAGEMENTREF NO: C1/26/1**
Directorate: Supply Chain & Assets Management
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Contract Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. A minimum of five (5) years' experience in Supply Chain Management environment of which three (3) years must be at an Assistant Director level. Knowledge of Contract Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), SCM Policy and Procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR),

- Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa and DORA. People management skills. Time management. Verbal and written communication skills. Conflict management. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation. Computer literacy. Good governance and Batho-Pele Principles. Team leadership.
- DUTIES** : Manage the functional operation of the Sub-directorate: Supply Chain Contract Management. Manage a contract register for the department. Monitor supplier relations and performance management. Manage contract amendments and variations, including extension of times, renewals and price adjustments. Manage and supervise employees to ensure an effective contract management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/428** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C1/26/2 (X2 POSTS)**
Directorate: Provincial Protected Areas Management
- SALARY** : R612 480 – R700 620 per annum, (OSD), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE** : Atherstone Nature Reserve (X1 Post)
Masebe Nature Reserve (X1 Post)
- REQUIREMENTS** : An NQF 6 qualification in Nature Conservation / Natural Resources Management / Environmental Management / Natural Sciences as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. Three (3) to five (5) years' experience in Nature Conservation or related fields at a supervisory level. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the environmental legislation, policies and public service regulations. Strategic planning. Report writing. Firearm handling. People management. Financial and project management. Policy interpretation. Planning and organizing skills. Computer literacy. Management and leadership skills. Analytical thinking. Negotiation skills. Policy formulation. Conflict management and problem solving. Change and diversity management. Work under pressure. Pay attention to details. Communication skills.
- DUTIES** : Manage infrastructure, biodiversity and ecological services at a nature reserves. Implement strategic plans and law enforcement. Oversee tourism activities and stakeholder relations. Resource management and environmental education. Perform ecological functions and promote sustainable utilization and management of natural resources. Perform and manage administrative and related functions.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/429** : **ASSISTANT DIRECTOR REF NO: C1/26/3**
Directorate: Tourism Planning & Regulations
- SALARY** : R582 444 – R686 091 per annum (Level 10)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An NQF 6 qualification in Tourism / Tourism Management / Public Management / Public Administration / Public Relations / Travel & Tourism / Stakeholder Management as recognized by SAQA. A qualification in research and statistics will be an added advantage. A minimum of two (2) to three (3) years' experience in the Tourism field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge of planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder skills. Ability and experience to successfully manage special projects. Community development

facilitation skills. Excellent interpersonal skills. Ability to interpret and apply policies. Law enforcement. Technical procedures. Database formulation and statistics collection.

DUTIES : Identify tourism sector plans for municipalities and ensure alignment with national and provincial plans. Contribute to the development of sectoral strategies and plans. Co-ordinate inputs from industry to support the implementation of programmes that will support growth of the tourism sector. Facilitate the implementation of tourism projects. Co-ordinate government-industry committees and work structures comprising of public and private sector stakeholders. Facilitate inputs into sector policy development, sector strategic planning and business planning. Co-ordinate and monitor the implementation of the Tourism Growth Strategy. Provide support to municipalities for the development of Local Economic Development (LED) programmes. Co-ordinate the collection of economic data, research and statistics to support growth and development of the tourism sector. Establish and manage relations with stakeholders. Establish and monitor the functioning of provincial and local tourism coordinating structures and provide secretariat services. Provide advice and input to policies. Manage resources of the unit. Manage compliance and enforce developed tourism regulations and legislations.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/430 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: C1/26/4**
Directorate: Environmental Quality Management

SALARY CENTRE REQUIREMENTS : R498 816 – R690 237 per annum, (OSD)
: Head Office: Polokwane
: An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

DUTIES : Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/431 : **ASSISTANT DIRECTOR: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/5**
Directorate: Supply Chain & Assets Management

SALARY CENTRE : R468 459 – R551 823 per annum (Level 09)
: Head Office: Polokwane

<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Auditing as recognized by SAQA. A minimum of three (3) years' experience in Asset Management / Stores Management / Financial Management at a lower level (salary level 7/8). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. Sound and in-depth knowledge of the relevant prescripts. Knowledge of financial management systems (BAS, LOGIS). Communication skills (verbal & written). People management skills. Negotiation and problem solving skills. Computer literacy. Be able to work in high pressure environment. Time management skills. Conflict management skills. Report writing skills. Planning and organising skills. Policy analysing and interpretation skills. Good governance and Batho-Phele Principles knowledge. Team leadership skills.
<u>DUTIES</u>	:	Provide stores management services. Maintain record keeping in issuing and receiving stock. Monitor stock-taking. Manage the movement of assets within the department. Manage the disposal of movable assets and equipment. Manage inventory levels. Manage stores and warehousing. Provide asset management services. Maintain the asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Order inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of Stores. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Manage resources (human, finance, equipment, assets). Promote correct implementation of sound asset management practices.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/432</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: C1/26/6</u> Directorate: Supply Chain & Assets Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 45 – R551 823 per annum (Level 09) Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Public Management / Finance / Accounting / Economics / Business Management / Business Administration/ Internal Audit as recognized by SAQA. A minimum of three (3) years' experience in Demand Management / Supply Chain Management on level 7/8. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Supply Chain Management Policy, Treasury Practice and Instruction Notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Financial Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Sound written and oral communication skills. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analysing and interpretation skills. Time management. Good governance and Batho-Pele Principles. Ability to work under pressure and meet deadlines. Team leadership ability.
<u>DUTIES</u>	:	Coordinate, review, collect and collate information for the annual departmental procurement plan. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plans. Coordinate compilation of Bid/Quotation specifications. Provide administrative duties to Bid Specification Committee. Coordinate the benchmarking of market-related prices, commodity (items) analysis and core business of the enterprise. Facilitate deviation from normal procurement processes and reporting to Auditor General and Treasury. Administration of Central Supplier Database (CSD) and LOGIS. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 08/433</u>	:	<u>SENIOR RESORTS OFFICER REF NO: C1/26/7</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 – R467 790 per annum (Level 08) Lekgalameetse Nature Reserve An NQF 6 qualification in Hospitality / Tourism / Eco-tourism Management / Foods and Beverages / Business Management / Nature Conservation as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. A minimum of two (2) to three (3) years' supervisory experience in the Hospitality / Tourism / Foods and Beverages / Business Management / Nature Conservation field. Valid driver's license with PDP (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Knowledge of managerial functions. Knowledge of Finance and Human Resource Management. Planning and organizing. Computer literacy. Sound written and oral communication skills. Policy analysing and interpretation skills. Team work orientated.
<u>DUTIES</u>	:	Manage and monitor the effective and efficient provisioning of hospitality and tourism services. Ensure statutory compliance and guest satisfaction. Maximize resort sales and implement marketing plans. Oversee daily resort operations. Ensure the provision of room attendance and housekeeping services. Manage human resource directly and indirectly.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/434</u>	:	<u>FINANCIAL ADMINISTRATIVE OFFICER REF NO: C1/26/8</u> Directorate: Financial Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Head Office: Polokwane An NQF 6 qualification in Finance / Financial Management / Financial Accounting / Accounting / Auditing / Public Management as recognized by SAQA. A minimum of two (2) years' experience in Financial Administration. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound knowledge of the Public Financial Management Act (PFMA) and Treasury Regulations. Understanding of Public Service policies and legislative framework. Proficiency in financial training and data analysis. Strong communication and problem-solving skills. Ability to prioritize and manage multiple tasks under pressure. Innovation, creativity, integrity and honesty. Excellent customer care and integrity skills. Ability to network and collaborate across units. Planning and organizing skills.
<u>DUTIES</u>	:	Processing PERSAL-related payments (allowances and deductions). Creating personnel and sundry entities on BAS. Capturing payments on BAS and LOGIS. Administering payroll certificates. Processing monthly transfer payments to departmental entities. Prepare accruals and payables disclosure notes. Reconciling departmental key accounts. Advising and updating the department on payroll related matters (e.g. salary adjustments). Administering departmental liabilities. Requesting BAS and PERSAL related reports. Maintaining the payment register. Rendering general financial administrative support.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/435</u>	:	<u>CONSUMER OFFICER REF NO: C1/26/9</u> Directorate: Consumer Affairs
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Vhembe District: Thohoyandou An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LPCA, CPA Legislations or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of relevant legislation (CPA, LPCA, PFMA and PSA). Consumer care skills. Good communication skills (verbal and written). Negotiation skills. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy. Planning and organising skills.
<u>DUTIES</u>	:	Render administrative support services in the Consumer Affairs offices. Conduct compliance inspections. Conduct investigation of consumer complaints. Conduct consumer education and prepare reports. Liaise with consumers and stakeholders. Administer LPCA and CPA.

- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/436** : **SUPPLY CHAIN OFFICER: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/10**
Directorate: Supply Chain & Assets Management
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: Mopani District: Giyani
: An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA. A minimum of two (2) years' experience in Asset Management / Stores Management / Financial Management. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), and the Constitution of the Republic of South Africa. Virtual meeting platforms literacy. Computer literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of the Batho-Pele Principles. Ability to accept responsibility and to work independently.
- DUTIES** : To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Ensure that disposal of assets are in line with organisational policies and procedures. Ensuring all steps are followed and documented. Compile reports on the state of assets, including monthly verification reports and asset tracking reports. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to asset and inventory. Update asset and inventory registers. Stock control of inventory for the district, keep and maintain the asset register of the districts. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/437** : **ADMINISTRATION CLERK REF NO: C1/26/11**
Directorate: Provincial Protected Areas Management
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: Blouberg Nature Reserve
: An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Public Management / Office Administration fields will be an added advantage. Two (2) years' experience in office administration. Computer literacy (with certificate). Skills and Knowledge: 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. Communication skills. Problem solving and analysis. Client orientation and customer focus.
- DUTIES** : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive/send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the nature reserve. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the nature reserve. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the nature reserve. Maintain a leave register for the nature reserve. Keep and maintain personnel records in the nature reserve. Keep and maintain the attendance register of the nature reserve. Arrange travelling and accommodation. Capture and update expenditure in the nature reserve. Check correctness of subsistence and travel claims of officials and submit for approval.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 08/438</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/12</u> Directorate: Supply Chain & Assets Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05) Head Office: Polokwane An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA will be an added advantage. Experience in Asset and Inventory Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR) and the Constitution of the Republic of South Africa. Computer literacy. Virtual meeting platforms literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of Batho Pele Principles. Ability to accept responsibility and to work independently.
<u>DUTIES</u>	:	To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Assist in identifying assets and inventory that are due for disposal and that it is in line with organizational policies and procedure, ensure all steps are followed and documented. Capturing of requisition from end-users. Provide supply chain clerical support services within the component. Update asset and inventory registers. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/439</u>	:	<u>FIELD RANGER REF NO: C1/26/13</u> Directorate: Provincial Protected Areas Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 – R227 766 per annum (Level 04) Blouberg Nature Reserve An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Conservation training certificate / qualification is essential from accredited institution. Physically fit. No criminal record. Skills and Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and conflict management skills. Client orientation and customer focus. Communication skills.
<u>DUTIES</u>	:	Assist with the protection of the nature reserve and its natural resources. Conduct patrols and law enforcement operations / programs. Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/440</u>	:	<u>FIELD RANGER REF NO: C1/26/14</u> Directorate: Wildlife Resources Management
<u>SALARY CENTRE</u>	:	R193 359 – R227 766.per annum (Level 04) Vhembe District: Thohoyandou

- REQUIREMENTS** : An NQF 4 qualification (Grade 12 / ABET / AET level 3) as recognized by SAQA. NQF 6 qualification in Nature Conservation as recognized by SAQA will be an added advantage. An EMI certificate will be an added advantage. Game ranging certificate. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Tracking and firearm handling. Report writing skills. Communication skills (verbal & written). Be able to work irregular hours (weekends & public holidays). Be able to travel as and when required. Knowledge of the control of dangerous wild animals. Problem solving and analysis skills.
- DUTIES** : Management of damage causing animals. Assist in gathering relevant and accurate information regarding damage causing animals complaints. Processing of damage causing animal carcasses. Conduct field patrols and observation posts. Regulate the wildlife resources industry. Monitoring of hunting regulated activities. Conduct game farm inspections. Monitor game capture operations. Liaise with stakeholders and clients. Monitor and regulate taxidermists. Investigate cases where Professional hunters and Hunting outfitters are involved. Regulate and monitor the game translocation industry. Monitor game reduction processes in protected areas managed by Provincial Protected Areas Management. Perform inspections on Environmental Centres or facilities for permit renewal purposes.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/441** : **FOOD AID REF NO: C1/26/15**
Directorate: Mec's Support Services
- SALARY CENTRE REQUIREMENTS** : R163 680 – R192 810 per annum (Level 03)
: Head Office: Polokwane
- DUTIES** : An NQF 1 or 2 qualification / ABET / AET level 2 certificate or equivalent as recognized by SAQA. Skills and Knowledge: Knowledge of food safety and sanitation. Food presentation skills. Knife skills. Menu knowledge. Knowledge of order-taking and point-of-sale (POS) systems. Beverage presentation skills. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment in dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/442** : **CLEANER: WORK ENVIRONMENT & FACILITY SERVICES REF NO: C1/26/16 (X2 POSTS)**
Directorate: Security & Facility Management
- SALARY CENTRE REQUIREMENTS** : R138 486 – R163 131 per annum (Level 02)
: Mopani District: Giyani (X1 Post)
: Vhembe District: Thohoyandou (X1 Post)
- DUTIES** : An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.
- DUTIES** : Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms cleanliness regularly. Clean windows on the inside and outside. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparations of meetings in boardrooms. Serving water / tea / coffee. Request cleaning materials.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification
- Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- For Capricorn District:** Private Bag X9378, Polokwane, 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services. For Mopani District: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani.
- For Sekhukhune District:** Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
- For Vhembe District:** Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa
- For Waterberg District:** Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.
- CLOSING DATE** : 27 March 2026 at 16h30
- NOTE** : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of 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. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior 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 link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 08/443</u>	:	<u>DIRECTOR: AUXILIARY SERVICES REF NO: S.4/3/8/98</u> Component: Auxiliary Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane Grade 12/Matric certificate and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation.
<u>DUTIES</u>	:	Manage the provision of office services: Develop, manage and implement Office Services Plans. Provide office furniture, equipment, protective clothing and printing services. Manage requisitions and purchase orders. Develop and manage telecommunication strategy, policy and practices. Administer hired labour saving devices. Manage the provision of cellphones and landline services. Manage the departmental switchboard services. Manage the provision of fleet management services: Develop and monitor Fleet management procedures and ensure adherence to mandates and directives. Develop, manage and implement Fleet management plans. Facilitate transport acquisition and disposal. Manage subsidised vehicles. Manage government vehicles. Manage theft and accident cases. Manage the provision of records and knowledge management services: Manage the departmental records system. Manage disposal of old records. Manage postal and messenger services. Provide Information management, Knowledge management and innovation plan. Manage and conduct research in information management systems. Provide knowledge transfer strategy and plan. Provide knowledge management implementation plan and monitoring and evaluation tool. Provide knowledge management steering committee and knowledge sharing structures. Provide knowledge management awareness and capacitation of knowledge management champions to promote knowledge sharing. Provide knowledge portal. Manage the provision of physical security services: Develop and monitor facilities requirements. Implement and maintain access control. Conduct physical surveillance of the facilities. Monitor the performance of private security services. Manage in-house security services. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 08/444</u>	:	<u>DIRECTOR: EPWP INNOVATION AND EMPOWERMENT REF NO: S.4/3/4/16</u> Component: EPWP Innovation and Empowerment
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane Grade 12/Matric and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts,

application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation.

DUTIES

: Manage the provision of community empowerment activities: Assist and advice Small Medium and Micro Enterprises (SMME's), Service Providers, Suppliers and Contractors, Non Profit Organisations (NPO's), community groups and cooperatives in assessing opportunities in EPWP. Assist the aforementioned groups in developing bankable business plan to access financing. Identify barriers for the aforementioned groups in the construction value chain and develop strategies to ensure survival in the construction industry. Support approaches that will harness local skills and local resources for the benefit of local communities including adaption of specification and procurement documents. Facilitate skills and capacity development: Prepare Annual Training Plans targeted at EPWP Programme/ Project Managers. Manage and actively participate in capacity development activities with service providers appointed by the department including training workshops, Seminars and Conferences. Monitor EPWP training. Manage post-training impact assessment of projects. Liaise with EPWP Technical Advisers and ensure that the expertise is transferred to relevant departments and the programme. Conduct employment Intensive research: Identify research areas along the construction value chain to boost Local Economic Development and create employment. Manage research projects. Manage the establishment of pilot projects and documentation. Develop linkages with local research entities and institutions of Higher Learning in order to influence LIC Research. Facilitate LIC related research, publish and disseminate research papers and reports. Present the LIC research papers and reports at seminars and conferences. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.

ENQUIRIES

: Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

OTHER POSTS

POST 08/445

: **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: S.4/3/8/99**
Component: Security Management

SALARY

: R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE REQUIREMENTS

: Head Office - Polokwane
Grade 12/Matric and a qualification at NQF level 6 in Security Management as recognised by SAQA. State Security Agency (SSA), Security Grade A/B (PSIRA). 5 years' experience in Security Management environment of which three (3) years MUST be at Junior Management / Assistant Director level. Valid firearm competencies. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

DUTIES

: Manage the provision of operational risk and security awareness programmes: Develop operational risk and security awareness programmes. Implement security awareness plans. Monitor the provision of workshops on security awareness. Evaluate the security status within the department. Liaise with other departments on security issues. Propose control measures to minimise or eliminate the security risks. Monitor and evaluate the implementation of

Security Policies and Procedures as well as the Security Measures e.g. MISS, MPSS, etc: Develop security procedures. Develop policy for security measures. Develop a contingency plan. Develop, manage and monitor the implementation of security plans and programmes. Advice and attend to security breaches. Propose control measures to minimise or eliminate the security risks. Manage the provision security administrative services. Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical security appraisals and information security audits by: Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control. Provide resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/446 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S.4/3/8/34**
Component: Corporate Support

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA. Five (5) years' relevant experience of which three (03) years must be at junior management/ ASD level in HRM. PERSAL Certificate / results. A Valid driver's license with the exception of applicants with disabilities. Skills and Knowledge: Strategic Capability and Leadership; People Management and Empowerment; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; Team leadership; Client Orientation and Customer focus; Communication. Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. communication skills, Ms Office package / computer skills. PFM & Treasury regulations.

DUTIES : Manage human resources services: Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness: Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district: Manage District's Government owned and subsidized motor transport: Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the district by: Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour

serving devices and disposal of waste papers by: Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Monitor service level agreements. Manage provisioning and distribution of office and domestic services by: Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage records: Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/447 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**
GOODS AND SERVICES REF NO: S4/3/9/27
Component: Procurement Management

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 7 as recognised by SAQA in Procurement/ SCM/Financial Management. Five years' relevant experience within Supply Chain of which three (3) years must be at junior Management level (ASD). Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Supply Chain, Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Strategic capability and leadership. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication Computer skills People management Planning and organising Conflict management.

DUTIES : Manage and develop the goods and services procurement plan: Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives, Manage and facilitate the approval of infrastructure procurement plan, Manage and communicate the procurement plan, Manage and monitor that is goods and services rendered according to the procurement plan, Manage and compile budget projection as per the departmental needs analysis. Manage and conduct market assessment: Develop and manage market analysis policy, strategies and processes, Develop a purchasing strategy for the department, Develop and conduct market assessment through: Benchmarking; Industry/ market analysis; Market characteristics; Sourcing strategy. Manage supplier database: Facilitate registration of supplier database, Manage and liaise with CIDB about professionals/ contractor's information, Manage the process of verifying supplier and professionals. Manage the functional operation of the goods and services acquisition management: Manage, design and develop acquisition management policies processes and procedures, Compile operational/supply chain acquisition management plan and obtain approval, Manage the execution of the acquisition management plan, Monitor and review the acquisition management activities, Establish Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding process: Compilation of bid documents and advertisements, Publishing of bid documents, Receipt (closing and opening) of bid documents, Processing of bid documents. Manage and utilise resources (human, financial, & physical): Report on the utilisation of

equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/448 : **PROJECT MANAGER – GENERAL MAINTENANCE REF NO: S.4/3/10/28**
Component: Roads Infrastructure Maintenance

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Capricorn District

REQUIREMENTS : Matric/Grade 12 and a qualification at NQF level 06 as recognised by SAQA in Civil Engineering. 6 years relevant experience in roads construction and maintenance environment, at least 3 years in Junior management position. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Manage the district road maintenance operations: Manage the district works maintenance plan. Manage the implementation of the road maintenance manual. Analyze the inspection reports against the district operational plan. Provide roads maintenance budget projections. Manage and control the utilization of heavy roads construction and maintenance plant and equipment's mainly the shifting of plant from one maintenance center to another. Compile maintenance reports. Analyze the project site reports against the project plan. Manage adherence to Occupational Health and Safety by: Provide specifications for camp resources (sanitation resources etc.). Provide specifications for protective clothing and equipment. Manage roads maintenance production and provide budget. Receive and verify the quality and quantity of camps production. Analyze the production activity of the camps to determine the production cost. Prepare the purchase schedules and monitor the expenditure. Monitor actual cost against the allowable unit cost. Compile the budget inputs and motivations. Allocate the budget to address the needs of the district. Compile and monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. Manage stakeholder relations: Receive and analyse the needs and /or queries of the following forum: Local Municipal, Transport, Farmers union, General Public / Tribal Authority. Incorporate the resolutions and suggestions of the forums when developing the maintenance plan where necessary. Manage and maintain the stakeholder relation. Manage the implementation of roads maintenance Expanded Public Works Programme. Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612

POST 08/449 : **ARCHITECT - GRADE A REF NO: S.4/3/1/05**
Component: Education Infrastructure Delivery

SALARY : R761 157 per annum, OSD, (to be structured according to Individual needs)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 07 as recognized by South African Qualification Authority (SAQA) in Architecture or relevant qualification. 03 years post qualification in architectural experience required. Compulsory registration with South African Council for the Architectural Profession

(SACAP) as a professional Architect. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Programme and project management. Architectural design and analysis knowledge. Computer-aided engineering and project applications. Research and development. Knowledge of legal compliance. Creating high performance culture. Networking. Professional judgement. Decision making Team leadership Analytical skills Creativity Self - management Financial management Customer focus and responsiveness Communication Computer Literacy Planning and organising Conflict Management Problem solving and analysis People management Change Management Innovation.

DUTIES : Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance with legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource 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 architecture to improve expertise. Liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/450 : **CHIEF ARTISAN: GRADE A (X3 POSTS)**
Component: Building Maintenance

SALARY CENTRE : R480 261 per annum, OSD
: **Mopani district:**
Ba Phalaborwa Building Maintenance Ref No: S.4/3/2/30
Tzaneen Building Maintenance Ref No: S.4/3/2/107
Vhembe district:
Makhado Building Maintenance Ref No: S.4/3/2/91

REQUIREMENTS : Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage

subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.

POST 08/451 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: S.4/3/8/100**
Component: Performance Management and Development

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Head Office – Polokwane
: Grade 12/ Matric and a qualification at NQF Level 6 as recognised by SAQA in Human Resource Management / Personnel Management/ Public Management / Administration. 3-5 years' experience in human resource management environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Performance Management Framework. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

DUTIES : Facilitate performance management evaluation: Implement performance management policies and procedures and ensure adherence to mandates and directives. Conduct performance evaluation against operational plans of the directorates and districts. Develop circulars and time – table for the submission of annual evaluation forms. Monitor that circulars and time – table are available and accessible. Monitor the updating of PMDS submission database. Monitor issuing timeous PMDS submission statistics reports. Liaise with directorates with regard to outstanding evaluation forms. Conduct quality assurance of performance evaluation forms: Monitor that evaluation form are aligned to the performance agreement. Conduct the process of quality assurance on the performance evaluation forms. Monitor submission process and provide guide on the evaluation process. Facilitate performance management evaluation workshop. Conduct performance evaluation workshop at the district, head office, institutions and cost centers. Distribute performance evaluation forms. Coordinate performance management evaluation and capacity building: Compile submission for appointment of performance management moderation committee members. Provide logistics for moderation committee meeting. Render secretariat for the moderating committee meetings. Implement moderation committee recommendations. Facilitate performance bonus/ incentive appraisal and rewards: Compile performance evaluation schedules. Approve performance bonus transaction on PERSAL system. Compile performance bonus report. Issue feedback letter for satisfactory and unsatisfactory performance. Facilitate probation processes. Liaise with HR on recruited list. Liaise with officer on probation and supervisors to fill the quarterly probation forms. Monitor capturing of probation forms on PERSAL system. Facilitate submission to HOD for permanent appointments of officers. Compile confirmation letter for completion of probation. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/452 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: S.4/3/8/65**
Component: Conditions of Services and Human Resource Provisioning

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Human Resource Management / Personnel Management/ Public Management / Administration as recognised by SAQA. Three (3) years of experience at supervisory level within Human Resource environment. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Supervise and provide recruitment services: Draft the advert. Facilitate the advertisement process. Receive applications of registry after the closing date. Administer the applications for shortlisting. Facilitate the shortlisting process. Facilitate the interviewing process. Provide travel arrangements where necessary. Provide statistics of received application per post. Facilitate the appointment services: Compile the report for suitability check: Monitor that appointment contract and assumption of duty is received from the appointees. Provide the appointment report monthly, quarterly and annually. Supervise the administration of human resource transfers: Facilitate transfer of personnel. Effect the translation of personnel upon receipt of approval from the HOD. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/453 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: S.4/3/8/63**
Component: Employee Health and Wellness, Special Programmes and Labour

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 6 in Public Management or Administration/ or Developmental studies as recognised by SAQA. 3-5 years' experience transformation environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge and understanding of key transformation objective. Knowledge and understanding of National Gender Policy Framework. Problem solving and analysis. Confidentiality. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising.

DUTIES : Implement programmes on women, youth, children, the aged, and people living with disabilities: Provide advocacy programmes for nation building. Coordinate the provision of advice to districts. Facilitate the provision of education of public service on women empowerment, skills development for the youth, programmes on caring for children, the elderly and people living with disabilities. Coordinate the participation in crosscutting departmental issues. Facilitate the promotion of equality and equity. Facilitate disability structure. Facilitate improvement of the mainstreaming of disability programmes and youth economic development at all levels. Encourage participation by young people in nation building projects, events and celebrations. Provide social support systems for the children, youth, people with disabilities and the elderly. Popularise rights of the children and women. Analyse and evaluate the developed programmes and projects to alleviate poverty to benefit children. Facilitate departmental celebrations of children's rights and responsibilities. Provide gender mainstreaming: Conduct advocacy workshops. Coordination of

functional gender-based structure in districts. Implement departmental policy and planning in line with the National Gender Policy Framework. Facilitate gender training and education of all staff within the department so as to ensure integration of gender into all aspects of work. Monitor and evaluate departmental projects and programmes to assess whether they are consistent with Nation Gender Policy. Provide Gender focal point programmes. Organise youth events. Participate in the organization of international Women's Day celebration. Organise the departmental Women in Construction events. Organise celebrations for people with disability.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/454 : **ASSISTANT DIRECTOR: OFFICE SERVICES REF NO: S.4/3/8/64**
Component: Office Services

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 6 in Public Administration / Administration or equivalent qualification as recognised by SAQA. Three (3) years' experience at supervisory level within Office Services environment. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

DUTIES : Supervise and provide administration of office goods and services. Conduct needs assessment in respect of required number, type of office and domestic furniture. Provide specifications for goods to be procured. Receive goods from the service provider. Coordinate the distribution of goods according to the set norm. Facilitate maintenance and repair of broken office and domestic furniture. Facilitate disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procure Uniform and Protective Clothing. Facilitate the provision of accommodation and related needs (flights, shuttles, etc.). Supervise and provide administration of telecommunication services. Facilitate installations of landlines and extensions needed in accordance to the number of offices and personnel available. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Provide norms for provision of cell phones. Evaluate application for cell phones and make recommendations. Procure cell phones. Monitor compliance to allocated airtime as per norms and standards. Provide monthly statements of account. Provide the monetary value on the usage of telecommunication. Manage the switchboard. Supervise and provide labour saving devices. Monitor the service level agreement with the service providers on labour saving devices. Monitor the compliance of the agreement by the service provider. Facilitate maintenance of the devices as per the agreement. Provide the monetary value on the usage of labour saving devices as per the service agreement. Facilitate payment for labour saving devices. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.) Prepare the budget in line with strategic plans, operational plan and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/455 : **ROAD WORK SUPERINTENDENT REF NO: S.4/3/10/37**
Component: Letaba Roads Maintenance

SALARY : R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune district: Mecklenburg Roads Maintenance
	:	Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.
<u>DUTIES</u>	:	Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
<u>POST 08/456</u>	:	<u>ARTISAN FOREMAN GRADE A (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R382 047 per annum, (OSD)
	:	Mopani district: Tzaneen building maintenance Ref No: S.4/3/8/106
	:	Capricorn district: Polokwane building maintenance -Plumbing Ref No: S.4/3/8/18
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate as recognised by SAQA. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
<u>POST 08/457</u>	:	<u>PROPERTY INSPECTOR: LEASE AND MUNICIPAL SERVICES (X2 POSTS)</u> Component: Properties and Facility Management
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Mopani District Ref No: S.4/3/3/41

<u>REQUIREMENTS</u>	: Capricorn district Ref No: S.4/3/3/116 Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, BSc Property Studies and degree in Property Valuation as recognised by SAQA. 2 – 3 years' experience in property management / real estate. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: high level of reliability, report writing. Language skills Computer Literacy. Sound organisational skills Good people skills High level of reliability Report writing. Written communication, Ability to act with tact and discretion, Good grooming and presentation, Investigation skills. Language skills. Computer literacy. Sound organizational skills, good people skills.
<u>DUTIES</u>	: Inspect property for rental purposes. Conduct property assessment before handing – over to occupants for rental purposes. Conduct property conditional assessment on termination of rental. Compile the reports for property condition. Monitor condition of the lease agreement during the rental period. Ensure that tenant pays key deposit prior occupation. Opening of job cards on behalf of tenants. Investigate subletting of tenants: Conduct tenant audit to ensure that tenants are not subletting. Conduct regular inspection in rented properties. Investigate property complains and compliance. Enforce conditions of the Lease Agreements. Compile tenant vacating report and inspection. Monitor and ensure that vacating tenants are liable for all damages. Facilitate the refunding of key deposit to the tenants. Conduct space audit. Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.
<u>ENQUIRIES</u>	: For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
<u>POST 08/458</u>	: <u>ADMINISTRATIVE OFFICER: LAND MANAGEMENT REF NO: S.4/3/3/95</u> Component: Property and Facilities Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07) : Waterberg district : Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, BSc Property Studies and degree in Property Valuation as recognised by SAQA. 2-3 years' experience in Property Management environment. Valid driver's license with exception of people with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	: Provide district asset register: Implement processes for assets registering. Provide records of new properties and update asset register. Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File erven in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). Provide disposal and transfer of State properties: Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. Conduct & facilitate the process of land acquisition: Implement land acquisition and vesting policies and plans. Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update

the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. Provide office accommodation to provincial departments, district & local municipalities: Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 08/459 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: S.4/3/9/176**
Component: Fetakgomo- Tubatse Stores

SALARY CENTRE REQUIREMENTS : R325 101 per annum Level 07
: Sekhukhune district- Fetakgomo- Tubatse Stores
: Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/ Management / Administration, Logistics/ Assets Management. 02 years' supervisory position in Logistics/ Assets Management. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Knowledge and understanding of the following: Assets Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organizing.

DUTIES : Manage stock needs analysis and performance: Conduct stores needs analysis, Compile monthly stores specification report and submit to the district office, Compile the stores budget analysis, Compile register of frequently and non -frequent used items. Manage the stores: Receive goods from the supplier, Approve stores received on the system, Monitor the issuing of stores and the Bin cards, File all documents in a chronological order and compile monthly report. Manage stock taking: Check stock against the tally cards and bin cards, Balance the ledger at the end of the year, Identify redundant, non-serviceable and obsolete equipment for disposal, Compile monthly stock-taking reports. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Manage division leave matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 08/460 : **STATE ACCOUNTANT REVENUE AND SYSTEMS CONTROL REF NO: S.4/3/9/188**
Component: Management Accounting

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office- Polokwane
: Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment. Trained on finance systems (BAS, LOGIS, PERSAL and PASTEL). Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. Knowledge and understanding of policy

		analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing.
<u>DUTIES</u>	:	Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. Provide cash book: Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. Provide system maintenance: Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Provide user support: Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 08/461</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: S.4/3/8/75</u> Component: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mopani District Grade 12/ Matric and at qualification at NQF level 06 as recognized by SAQA in Logistics, Transport Management, Public Management, Public Administration. 02- 03 years' experience in relevant environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Conflict Management.
<u>DUTIES</u>	:	Provide the administration of District's Government owned and subsidised motor transport. Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. Render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Provide the administration of Telecommunication systems of the district. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Provide the administration and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. Provide the administration and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.
<u>ENQUIRIES</u>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

<u>POST 08/462</u>	:	<u>ARTISAN PRODUCTION GRADE A (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R243 597 per annum, OSD Capricorn district: Carpentry Services Ref No: S.4/3/2/18 Vhembe district: Mutale Building Maintenance (Electrical) Ref No: S.4/3/2/21
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 08/463</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/9/191</u> Component: Thohoyandou Stores
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Vhembe district - Thohoyandou Stores
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge 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. Generic Competencies Job Knowledge Communication Interpersonal relations Flexibility Teamwork. Technical Competencies Computer skills Planning and organising Language Good verbal and written communication skill.
<u>DUTIES</u>	:	Place order: Receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 08/464</u>	:	<u>ADMINISTRATION CLERK (X3 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Mopani district: Tzaneen Building Maintenance Ref No: S.4/3/2/57 (X1 Post) Waterberg district: Bela-Bela & Modimolle Building Maintenance Ref No: S.4/3/2/104 (X2 Posts)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills:

		Knowledge of general administration 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 work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.
<u>DUTIES</u>	:	Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, 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. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. 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, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 08/465</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/10/178</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Capricorn District – Skeiding Roads Maintenance A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge 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.
<u>DUTIES</u>	:	Render administration clerical support of roads maintenance: Receive documentation for roads maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, 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. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. 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, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

- POST 08/466** : **ADMINISTRATION CLERK: ACQUISITION MANAGEMENT REF NO: S.4/3/9/182**
Component: Roads Infrastructure Maintenance
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Mopani District
: A qualification at NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge 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. Generic And Technical Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Language. Good verbal and written communication skills.
- DUTIES** : Provide the acquisition of goods and services: Render clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. Provide supplier database: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Provide bids: Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Provide bids evaluation: Make arrangements for evaluation of bids and quotations. Captured information for all bids and quotations. Customise changes on standard evaluation criteria.
- ENQUIRIES** : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
- POST 08/467** : **ROAD WORKS FOREMAN REF NO: S.4/3/10/51**
Component: Routine Maintenance
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Waterberg district (Hessi se Water Roads Maintenance)
: A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and Processes. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication People management Planning and organising Conflict management.
- DUTIES** : Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program
- ENQUIRIES** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
- POST 08/468** : **TRADESMAN AID (X14 POSTS)**
Component: Building Maintenance
- SALARY CENTRE** : R163 680 per annum (Level 03)
: **Mopani district:**
Giyani Building Maintenance Ref No: S.4/3/2/40 (X1 Post)
Tzaneen Building Maintenance Ref No: S.4/3/2/72 (X2 Posts)
Ba-Phalaborwa Building Maintenance Ref No: S.4/3/8/102 (X1 Post)
Carpentry Services Ref No: S.4/3/8/103 (X1 Post)
Sekhukhune district:
Thabamopo Ref No: S.4/3/2/44 (X2 Posts)
Ephraim Mogale Building maintenance Ref No: S.4/3/2/63 (X1 Post)
Waterberg district:
Bakenburg Ref No: S.4/3/2/101 (X1 Post)
Modimolle building maintenance Ref No: S.4/3/2/66 (X5 Posts)

<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Skills and Knowledge: Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.
<u>DUTIES</u>	:	Provide assistant in maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. Repair, clean service and safe keeping of equipments and tools according to standard: Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.
<u>ENQUIRIES</u>	:	For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 08/469</u>	:	<u>ROAD WORKER (X7 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Capricorn District: Dendron Ref No: S.4/4/3/153 (X1 Post) Sekhukhune district: Nebo Road Maintenance Ref No: S.4/3/10/173 (X1 Post) Mecklenburg Road Maintenance Ref No: S.4/3/10/172 (X1 Post) Waterberg district: Hessie se Water Ref No: S.4/3/10/180 (X1 Post) Tolwe Ref No: S.4/3/10/179 (X1 Post) Mokopane Road Maintenance Ref No: S.4/3/10/181 (X1 Post) Mopani district: Drainage Structures Ref No: S.4/3/10/177 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.
<u>DUTIES</u>	:	Perform routine activities in respect of road maintenance and construction through: Construction of culvet and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/470</u>	:	<u>DRIVER OPERATOR (X11 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Capricorn District: Matlala Roads Maintenance Ref No: S.4/3/10/183 (X1 Post) Dendron Roads Maintenance Ref No: S.4/3/10/176 (X1 Post) Sekhukhune District Re-advert: Hoeraroep Ref No: S.4/3/10/175 (X2 Posts) Mecklenburg Roads Maintenance Ref No: S.4/3/10/161 (X1 Post) Waterberg district: Regravelling Ref No: S.4/3/10/181 (X3 Posts) Tolwe Ref No: S.4/3/10/145 (X1 Post) Roedtan Roads Maintenance: Ref No: S.4/3/10/181 (X1 Post) Mopani district: (X1 Post) Re-advert Ba-Phalaborwa Roads Maintenance Ref No: S.4/3/10/122 (X1 Post)

<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Minimum 2 years driving and operating specialized equipment experience. Skills and Knowledge: Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.
<u>DUTIES</u>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/471</u>	:	<u>DRIVER REF NO: S.4/3/2/84</u> Component: Naphuno Building Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 per annum (Level 03) Mopani district – Naphuno Building Maintenance
<u>DUTIES</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license with Professional Driving Permit (PDP). Seven (7) to twelve (12) months driving experience. Knowledge and Skills: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality Flexible Good communication High standard of workmanship. Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/472</u>	:	<u>GROUNDSMAN (X5 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02) Mopani district: Maruleng Cost Centre Ref No: S.4/3/3/119 (X1 Post) Giyani Cost Centre Ref No: S.4/3/3/120 (X1 Post) Baphalaborwa Cost Centre Ref No: S.4/3/3/112 (X1 Post) Facilities Services Ref No: S.4/3/3/95 (X1 Post) Waterberg district: Modimolle / Mookgopong cost centre Ref No: S.4/3/3/68 (X1 post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 2 as recognized by SAQA. Skills And Knowledge: cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic numeracy. Basic interpersonal relationship. Basic literacy. Organizing.
<u>DUTIES</u>	:	Maintain premises and surroundings: clean premises and surroundings. 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 and tools: Detect and report malfunction of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Keep gardening materials and equipment: Cleaning of machines and equipment after use request gardening materials.

- ENQUIRIES** : For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
- POST 08/473** : **GENERAL WORKER/STORES ASSISTANT (X4 POSTS)**
Component: Giyani Stores, Naphuno stores, Tzaneen stores & Logistics & Asset Management
- SALARY CENTRE** : R138 486 per annum (Level 02)
: **Mopani district:**
Naphuno Stores Ref No: S.4/3/9/194 (X1 Post)
Giyani Stores Ref No: S.4/3/9/195 (X1 Post)
Tzaneen stores Ref No: S.4/3/9/196 (X1 Post)
Sekhukhune district:
Logistics & Asset Management –S.4/3/9/183 (X1 Post)
- REQUIREMENTS** : A qualification at NQF Level 2 as recognized by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : Provide general assistant work: Off – load equipment's and goods to the stores during delivery. Load equipment's or goods upon request. Deliver stores to relevant offices. Clean stores and government vehicles: Clean government vehicles. Clean relevant workstation.
- ENQUIRIES** : For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
- POST 08/474** : **CLEANER REF NO: S.4/3/3/96**
Component: Property and Facilities Management
- SALARY CENTRE** : R138 486 per annum (Level 02)
: Waterberg district: Mogalakwena Cost Centre
- REQUIREMENTS** : A qualification at NQF level 02 as recognised by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils, Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines(microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials.
- ENQUIRIES** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS.
The Mpumalanga Department of Co-Operative Governance, Human Settlements & Traditional Affairs is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Applications must be posted to: The Director: Human Resource Management, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X11328, Mbombela, 1200. OR Email to: Coghstarecruitment@mpg.gov.za Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
- FOR ATTENTION** : The Director: HRM & D
- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on a prescribed New Z83 application form fully completed, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV. Shortlisted candidates will be required to submit certified copies of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants are discouraged from sending application through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. All shortlisted candidates will be subjected to personal suitability checks on criminal records, citizenship verification, financial records, employment references and qualification verification. 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. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the Applicant's responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). The successful candidate will be expected to sign a performance agreement with the Department. The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer and preference will be given to the suitable qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make appointment(s) to these positions.

OTHER POST

- POST 08/475** : **CANDIDATE ELECTRICAL ENGINEER**
- SALARY** : R761 157 per annum, (all-inclusive OSD package)
- CENTRE** : Head Office (Mbombela)
- REQUIREMENTS** : A Senior Certificate and a Bachelor's degree in Engineering (BEng/BSc Eng) in Electrical Engineering or a relevant qualification recognised by the Engineering Council of South Africa (ECSA). Compulsory registration with the ECSA as a Candidate Engineer. Experience in the Municipal electrical infrastructure planning, development, or maintenance, including the implementation of grant projects. Experience with alternative energy or renewable energy will be an added advantage. A valid driver's License. Sound knowledge of relevant legislation and legal compliance. Skills in Planning, Organising, Project Management, Engineering design and analysis. Knowledge of infrastructure development and programme management. Strong communication skills (both verbal and written), Proficiency in Computer Literacy and Inter-Governmental collaboration Skills and Competencies: Planning, Organising, Project Co-ordination and Management; Technical problem solving and Innovation; Computer-aided engineering applications; Technical report writing; Teamwork and collaboration; Decision making; Analytical skills; Self-Management; Customer focus and Responsiveness; Communication (Verbal and Written); Computer Literacy.
- DUTIES** : Support in the planning, designing, implementation and maintenance of electrical infrastructure projects. Conduct technical site assessment to inform project designs, design new systems to address practical engineering challenges and improve efficiency and enhance safety planning, designing,

operation and maintenance of engineering projects, develop cost-effective solutions and engineering plans that comply with standards and project requirements, evaluate existing technical manuals, business plans, procedures and standard drawings to incorporate new technologies, The development and implementation of energy plans, develop and evaluate bids. Specifications, monitor and support project and programmes, expenditure and service delivery, report on service delivery, assist in training and development of junior technical staff. Supervise engineering work, administer performance and development plans. Manage resources and facilitate budget planning, Procurement and personnel administration, conduct research to stay updated on new technologies and procedures. liaise with relevant bodies / councils on engineering related matters and follow approved development programmes for the registration process.

ENQUIRIES

: Mr PP Mokwena Tel No: (013) 766 6225 and Mr. QN Lubisi Tel No: (013) 766 6495

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The provincial administration of the northern cape is an equal opportunity, affirmative action employer.
Persons with a disability are encouraged to apply.*

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>
- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Note that all suitable candidates will be subjected to a satisfactory personnel suitability check (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

OTHER POSTS

- POST 08/476** : **DEPUTY DIRECTOR: BUDGET & EXPENDITURE CONTROL (MANAGEMENT ACCOUNTING) REF NO: DRPW/HR01/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all - inclusive remuneration package)
: Kimberley
: B. Com degree/Diploma in Financial Management with minimum of five (5) years relevant experience in management accounting at supervisory/management level, extensive knowledge of the financial management legislative framework & related legislation, competencies in Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; A valid Code B driver's license.
- DUTIES** : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, monitor cash flow and submit cash flow reports and plans as required, monitor compliance with financial prescripts, ensure that information for planning purposes are collected and analysed properly, manage, review, analyse and quality assure the budget preparation process, co-ordinate, review, analyse and quality assure the management accounting reporting processes, ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers, ensure that all roll-over requests are considered, proposal developed and submitted to the CFO for consideration, ensure that the approved roll-overs are incorporated in the adjustment budgets, assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends, ensure the assessment of expenditure trends and the development of proposals on the virement or

shifting of funds, maintain discipline, management of performance and development, undertake human resource and other related administrative functions, serve on transverse task teams as required, procurement and asset management, planning and allocate work, quality control of work delivered by employees, functional technical advice and guidance.

ENQUIRIES

: Mr. D. van der Merwe Tel No: (053) 839 2221/2220

POST 08/477

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DRPW/HR02/2026**

SALARY

: R896 436 per annum (Level 11), (all - inclusive remuneration package)

CENTRE

: Kimberley

REQUIREMENTS

: B. Comm Degree or equivalent qualification in Risk Management; Accounting; Internal Accounting or Business Management. Five (5) years' working experience in the Risk and Internal Control. Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies; the Treasury and Public Service Regulations. Good interpersonal and communication skills. Good computer literacy and use of standard packages. Ability to liaise with and coordinate stakeholder engagement. Good Organizational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills Registration with Institute of Risk Management South Africa (IRMSA) and completed articles would be advantageous. A valid Code B driver's license.

DUTIES

: The successful candidate will be responsible for reviewing activities incorporated in the Risk, Fraud and Ethics Implementation Plans to ensure alignment to Strategic, Annual and Business plans; disseminating the Risk Implementation plan to internal management structures for Inputs; reviewing consolidated inputs on the draft Risk Implementation Plan; monitoring effectiveness of work performed as per the Risk Implementation Plan; reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation Plan; to develop the Risk Management and Anti-Fraud and corruption policies, strategies and frameworks; ensuring that fraud and risk management frameworks are work-shopped to Department's officials; managing; facilitating fraud and risk assessment workshops; ensuring the development of Departmental fraud and risk registers with mitigation strategies; monitoring the effective implementation of mitigation strategies; providing progress reports on the effective implementation of mitigation strategies to the RMC; reviewing the Risk Management Committee Charter (Terms of Reference); preparing quarterly Risk Management progress reports including Anti-Fraud and Corruption to Risk Management Committee and Audit Committee; developing and maintaining internal anti-corruption systems; reviewing alleged cases of fraud and continuously updating case management register; reviewing the results of preliminary conducted investigations; reviewing gathered and analysed relevant information.

ENQUIRIES

: Mr. D. van der Merwe Tel No: (053) 839 2221/2220

POST 08/478

: **DISTRICT ENGINEER GRADE A REF NO: DRPW/HR03/2026**

SALARY

: R879 342 per annum, (OSD)

CENTRE

: Springbok (District Office) (Road maintenance)

REQUIREMENTS

: Engineering degree (B Eng/BSC (Eng), a minimum of 3 years post qualification engineering experience in road maintenance required, compulsory registration with ECSA as a Professional Engineer, a valid code B driving license. Knowledge: All road related acts, ordinance, policies, standards and norms. Project management, technical design and analysis, advertising on Roads and Ribbon Development Act of 1940, South African Road Traffic Sign Manual, Occupational Health and safety. Public Finance Management Act. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing, Creating high performance culture, Professional judgment, Networking.

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, Ensure training and development of technicians, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District. Perform management function in relation to routine road maintenance of provincial roads in the district, Manage, supervise, and control technical related personnel and assets, Supervision of all road maintenance activities to ensure quality production. Wayleave investigations and approvals, Ensure Job creations through labour intensive projects, Management of administrative and related functions in the District Maintenance unit, Ensure the promotion of safety in line with statutory and regulatory requirement. Investigate road user complaints received in the district. Compiling and submitting reports as required.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 08/479 : **ENGINEERING TECHNOLOGIST REF NO: DRPW/HR04/2026**

SALARY : R453 576 per annum, (OSD)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a Bachelor of Technology in Engineering (B Tech) with 3 years' post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Computer literacy is a further prerequisite. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to be able to liaise with contractors, consultants, public, and all government departments.

DUTIES : The successful candidate will be responsible for the following: Provide technological advisory service; Support Engineers, Technicians and associates in field, workshop and office activities and Promote safety standards in line with statutory and regulatory requirements. Develop, maintain and manage current technologies, and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions, research and development.

ENQUIRIES : Mr. C. Bailey Tel No: (053) 839 2172

POST 08/480 : **CHIEF WORKS INSPECTOR (BUILDING) REF NO: DRPW/HR05/2026**

SALARY : R397 116 per annum (Level 08)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma in Building/Construction and 3 - 5 years' experience or a N3 Certificate and a passed trade test in the building environment. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors, Support Staff and client Departments.

DUTIES : The successful candidate will be responsible for the following: To plan and execute inspections for minor new and maintenance work on project sites and to ensure that work is being done in compliance with relevant regulations and legislation, Compilation of technical specifications for maintenance and minor works, Project inspection and reporting on quality, cost, time and contractor performance, Contract management and administration, Compliance to relevant regulations, policies, works procedures and methods on building projects, facility condition auditing and reporting for planned and unplanned programmes.

ENQUIRIES : Ms. K.N. Ndaba Tel No: (053) 861 9600

POST 08/481 : **CHIEF WORKS INSPECTOR (MECHANICAL) REF NO: DRPW/HR06/2026**

SALARY : R397 116 per annum (Level 08)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma in Mechanical Engineering/ 5 years mechanical experience or N3 Certificate with a completed apprenticeship and/or hold proof of passing an official mechanical trade test. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to

- be able to liaise with different Directorates, Private Service Providers, and Client Departments.
- DUTIES** : The successful candidate will be responsible for the following: To plan and execute inspections for minor, new and maintenance works on project site and to ensure that work is being done in compliance with relevant regulations and legislation, specifically machinery compliance to conduct and it survey, to compile estimates, prepare specification, compile technical reports, handing new sites, compile payments, conduct regular routine inspections, take first and final deliveries under supervision.
- ENQUIRIES** : Ms. K.N. Ndaba Tel No: (053) 861 9600
- POST 08/482** : **CHIEF REGISTRY CLERK REF NO DRPW/HR08/2026**
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Uppington
REQUIREMENTS : Senior Certificate with 3 - 5 years' experience. Knowledge on the design of the filing plan, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of registry duties, practices as well as the ability to capture data, good communication and written skills, good interpersonal and problem-solving skills.
- DUTIES** : Monitoring of all incoming and outgoing correspondence, administer the distribution and allocation of duties, ensure that messengers distribute documentation to relevant offices in the organization, and dispatch of documents to other departments/bodies, update the register of files opened to avoid duplication, ensure that revision and amendments to the file plan are reported to the file plan users, check files for misfiling, ensure the correct reference numbers are assigned on incoming and outgoing correspondence, ensure that correspondence is filed on the correct subject file.
- ENQUIRIES** : Mr. T. Nyongwana Tel No: (054) 3324473
- POST 08/483** : **WORKS INSPECTOR REF NO: DRPW/HR07/2026**
- SALARY** : R269 499 per annum (Level 06)
CENTRE : Kuruman
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent or a N3 and a passed trade test in the building environment, a valid driver's license.
- DUTIES** : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation, conduct inspections on work done or to be done to check that proper quality control is maintained, compile an estimate of repairs and costs for minor work and maintenance work to be undertaken, maintain an electronic record system for work being done and work that was finalized, develop progress reports on outstanding and finalized work, develop and interpret plans and sketches, draw-up quotation documents and compile specifications, participate in the adjudication process and provide recommendations on quotations, liaise with relevant stakeholders in respect of technical aspects, inspect work done by contractors to determine whether it is in compliance with all relevant prescribed standards, advise and guide contractors in respect of the relevant legislation and regulations, compile payment documents, compile and process variation orders and requests for the extension of deadlines, ensure effective contract administration, timeous development of reports on problems emanating from projects.
- ENQUIRIES** : Mr. L.J. May Tel No: (053) 773 9400
- POST 08/484** : **FOREMAN REF NO: DRPW/HR09/2026**
- SALARY** : R228 321 per annum (Level 05)
CENTRE : Griekwastad
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Three (3) years road work maintenance experience. Competencies: Be able to operate all machinery utilised by the Road maintenance teams.
- DUTIES** : The successful candidate will be responsible support road construction and/or maintenance work through the construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through application of safety and

precautionary measures, conduct inspections, exercise control over tools, supplies and other equipment, allocate tasks and oversee work performance and maintenance of equipment, co-ordinate blading program.

ENQUIRIES : Mr. V. Mhlauli Tel No: (053) 861 9600

POST 08/485 : **ROAD WORKER (X5 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTRE : Carnarvon Ref No: DRPW/HR010/2026 (X2 Posts)
Prieska Ref No: DRPW/HR011/2026 (X3 Posts)

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent).
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 6311355

POST 08/486 : **ROAD WORKER (X2 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTRE : Springbok Ref No: DRPW/HR012/2026 (X1 Post)
Calvinia Ref No: DRPW/HR013/2026 (X1 Post)

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent).
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 08/487 : **ROAD WORKER REF NO: DRPW/HR014/2026**

SALARY : R163 680 per annum (Level 03)
CENTRE : Kuruman

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent)
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. L.J. May Tel No: (053) 773 9400

POST 08/488 : **OPERATOR (GRADER) REF NO: DRPW/HR015/2026**

SALARY : R163 680 per annum (Level 03)
CENTER : De Aar

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Driver's license Code EC and operating certificate five (5) years' experience in operating specialized equipment, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 631 1355

POST 08/489 : **OPERATOR (GRADER) REF NO: DRPW/HR016/2026 (X3 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTER : Upington/Kakamas

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Driver's license Code EC and operating certificate five (5) years' experience in operating specialized equipment, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. G. Keyser Tel No: (054) 3324473

POST 08/490 : **CLEANER REF NO: DRPW/HR017/2026**

SALARY : R138 486 per annum (Level 02)

CENTRE : De Aar

REQUIREMENTS : ABET.

DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Mr. E.T. Jobe Tel No: (053) 631 1355

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

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

APPLICATIONS : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Southern Life Building, Cnr Du Toitspan and Chapel Street, Kimberley, 8300. "Note" in line with DPSA Circular 19 of 2022, applicants should submit applications on the new Z83 form only. Applications should be done on the following link <https://form.jotform.com/260552809018558>

FOR ATTENTION : Ms J.J Jafta

CLOSING DATE : 20 March 2026

NOTE : Note" in line with DPSA Circular 19 of 2022, (Only Z83 and CV are submitted, on other documents) the form which can be downloaded at www.dpsa.gov.za vacancies or obtained at any government department. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. 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 department reserves the right not to make appointments to the advertised post. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form will lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POSTS

<u>POST 08/491</u>	:	<u>CASHIERS (REVENUE CLERKS)</u> Sub Directorate: Revenue Management Re- advertisement
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Registering Authority: Ref No: S4.1/02/26: Kimberley: Sol Plaatje Municipality) (X10 Posts) Ref No: S4.1/02/27: Barkly West: (Dikgatlong Local Municipality) (X2 Posts) Ref No: S4.1/02/28: Jan Kempdorp: (Phokwane Local Municipality) (X2 Posts) Ref No: S4.1/02/29: Churchill: (Joe Morolong Local Municipality) (X4 Posts) Ref No: S4.1/02/30: Mothibistad: (Ga-Segonyana Local Municipality) (X2 Posts) Ref No: S4.1/02/31: Olifantshoek: (Gamagara Local Municipality) (X2 Posts) Ref No: S4.1/02/32: Kathu: (Gamagara Local Municipality) (X2 Posts) Ref No: S4.1/02/33: Postmasburg: (Tsantsabane Local Municipality) (X2 Posts) Ref No: S4.1/02/34: Danielskuil: (Kgatelopepe Local Municipality) (X2 Posts) Ref No: S4.1/02/35: Upington: (Dawid Kruiper Local Municipality) (X3 Posts) Ref No: S4.1.02/36: Gbblershoop: (! Kheis Local Municipality) (X2 Posts) Ref No: S4.1.02/37: Keimoes: (Ka!Garib Local Municipality) (X2 Posts) Ref No: S4.1.02/38: Kakamas: (Ka!Garib Local Municipality) (X2 Posts) Ref No: S4.1.02/39: Pofadder: (Khai-Ma Local Municipality) (X2 Posts) Ref No: S4.1.02/40: Calvinia: (Hantam Local Municipality) (X2 Posts) Ref No: S4.1.02/41: Loriesfontein: (Hantam Local Municipality) (X2 Posts) Ref No: S4.1.02/42: Springbok: (Namakhoi Local Municipality) (X2 Posts) Ref No: S4.1.02/43: Colesberg: (Umsobomvu Local Municipality) (X2 Posts) Ref No: S4.1.02/44: De Aar: (Emthanjeni Local Municipality) (X2 Posts) Ref No: S4.1.02/45: Carnavon: (Kareeberg Local Municipality) (X2 Posts) Ref No: S4.1.02/46: Richmond: (Ubuntu Local Municipality) (X2 Posts) Ref No: S4.1.02/47: Hopetown: (Thembelihle Local Municipality) (X2 Posts) Ref No: S4.1.02/48: Fraserburg: (Karoo Hoogland Local Municipality) (X2 Posts) Ref No: S4.1.02/49: Sutherland: (Karoo Hoogland Local Municipality) (X2 Posts) Ref No: S4.1.02/50: Williston: (Karoo Hoogland Local Municipality) (X2 Posts) Ref No: S4.1.02/51: Garies: (Kamiesberg Local Municipality) (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12. Computer Literacy. No criminal record. Good interpersonal skills, verbal and written communications skill. Ability to work under pressure and display initiative, time management and innovation to promote service delivery.
<u>DUTIES</u>	:	Perform the Motor vehicle licensing renewal function Perform daily cash-up duties Filing and safeguarding of all revenue documents generated or received Performing Transaction on National Traffic Information System (NaTIS) Handling general and NaTIS related enquiries from clients To maintain high level of professional ethics The successful candidates will be expected to sign a contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and the NaTIS Undertaking (NUU).
<u>ENQUIRIES NOTE</u>	:	Ms.K Paai at 081 2383 332 Woman and persons with disabilities are encouraged to apply People, who applied before, may reapply Clearly state the registering authority applied for Submit separate application for each registering authority applied for.
<u>POST 08/492</u>	:	<u>REVENUE CLERK REF NO: S4.1.02/52 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>REQUIREMENTS</u>	:	Kimberley (Head Office) Grade 12. Computer literacy. No criminal record. The following are the functions to be performed by the revenue clerk which will be working closely with the cashiers.
<u>DUTIES</u>	:	Clear bank adjustment and safeguard the revenue documents Perform the face value verification, and report any discrepancies Handle NaTIS related enquiries from the cashiers Assist with daily reconciliations between bank receipts and system records Consolidate data from registering authorities and address data inaccuracies Manage stationary and office equipment request and ensure delivery thereof Print and process leave documents of cashiers and

ENQUIRIES
NOTE

- supervisors Request leaves credits and submit for approval Perform office administration duties.
- : Ms.K Paai at 081 238 3332
- : Woman and persons with disabilities are encouraged to apply.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 20 March 2026, 17:00 PM
- 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 08/493** : **REGISTRAR (ANAESTHETICS) (X4 POSTS)**
(4 Year Contract)
- SALARY** : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
- 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 Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anaesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment.
- DUTIES** : Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management.
- ENQUIRIES** : Prof G Nethathe, email: gladness.nethathe@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health

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

- POST 08/494** : **MEDICAL OFFICER GRADE 1**
Garden Route District
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Harry Comay Hospital, George Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with 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. Inherent requirements of the job: Valid driver's licence (Code B/EB and willingness to travel throughout the district. Competencies (knowledge/skills): Good communicate skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory and Outlook.
- DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES NOTE** : Dr TS Ackerman Tel No: (044) 814 - 1124
No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/495** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)**
Garden Route District
- SALARY** : R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)

- CENTRE REQUIREMENTS** : Garden Route District Office, George
 : Minimum educational qualification: Appropriate three-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognized accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written).
- DUTIES** : Provide strategic management and leadership, as member of Garden Route District Office senior management team. Ensure effective Supply Chain Management including demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.
- ENQUIRIES NOTE** : Ms H Le Roux Tel No: (044) 803 - 2700
 : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency 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.
- POST 08/496** : **PSYCHOLOGIST GRADE 1 TO 3**
 Cape Winelands Health District
- SALARY** : Grade 1: R872 709 per annum
 Grade 2: R1 014 705 per annum
 Grade 3: R1 174 848 per annum
 (A portion of the package can be structured according to the individual's personal needs.), (Plus non pensionable rural allowance of 12% of your annual basic salary).
- CENTRE REQUIREMENTS** : Langeberg Sub-district
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district. Competencies (knowledge/skills): Computer literacy (MS

- Office: Word, Excel and PowerPoint). Strong therapeutic skills. Proven presentation skills. Experience working in a multi-disciplinary team approach.
- DUTIES** : Deliver a comprehensive clinical psychology service to various clinics in the Langeberg Sub District with regard to assessment, diagnosing and treatment (with children, adolescents and adults). Apply knowledge of intervention skills such as behaviour modification, psychodynamic therapies, family therapy, CBT, group therapy, etc. in a primary health care setting. Provide mentor supervision and training of HAST counsellors. Conduct training and workshops on mental health aspects. Develop and implement projects that focus on awareness and promotion of mental health in the community. Understand and uphold the principles and ethics of a Therapeutic Milieu.
- ENQUIRIES** : Ms MP Williams PHC Manager, Langeberg Sub-district Tel No: (023) 626 8542
- 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 applications will be considered for vacancies within Langeberg 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."
- POST 08/497** : **PHARMACIST: GRADE 1 TO 3**
Cape Winelands Health
- SALARY** : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : TC Newman CDC
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist 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 after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between facilities and provide relief as pharmacist in all facilities in Drakenstein sub-district. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
- DUTIES** : Pharmaceutical service delivery including improving continuity of care within the Rural Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain

management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes.

**ENQUIRIES
NOTE**

: Mr C Williams Tel No: (023) 348-8131
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within 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.

POST 08/498

: **ASSISTANT MANAGER: NURSING (GENERAL) NIGHT DUTY**
Chief Directorate: Metro Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R693 096 per annum
: Karl Bremer 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 Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (night duty), weekends, overtime and public holidays. Competencies (knowledge/skills): Experience/exposure in leading and managing teams and to promote quality person-centered care through the setting, implementation, monitoring of standards and Knowledge and insight of all relevant legislation and policies within the public sector. Good organisational skills, with the ability to function under pressure, independently as well as part of a multi-disciplinary team. Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook) and effective communication, interpersonal, leadership, decision making, problem-solving, conflict resolution and labour relations skills. Appropriate /recognisable experience in a hospital setting and exposure to after-hour hospital management.

DUTIES

: Provide leadership and supervision for the provision of effective and efficient comprehensive holistic nursing care on night duty within the professional/legal framework. Coordinate and manage effective bed and patient flow management, in collaboration with the clinical and nursing teams. Coordinate and ensure implementation and adherence to quality assurance and improvement of practice standards, protocols and indicators. Efficient and effective management, utilization and supervision of resources on night duty. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES
NOTE**

: Ms E Linden-Mars Tel No: (021) 918 1224
: No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director 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.

POST 08/499 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands District

SALARY : R693 096 per annum
CENTRE : Wellington CDC, Drakenstein Sub-district
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. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively.

DUTIES : Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organize a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.

ENQUIRIES : Ms EJ Williams Tel No: (021) 862-4520
NOTE : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test. "The pool of applications will be considered for vacancies within 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."

POST 08/500 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : New Somerset Hospital
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 with Psychiatry, Midwife. A basic post qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Psychiatry, Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience in the Psychiatric department, after obtaining the one-year post-basic qualification in Advanced Psychiatry Nursing Science, accredited with the SANC. Inherent requirement of the job: Perform after-hour and weekend duties in order to assist the Matron or night manager as the need arises. Competencies (knowledge/skills): Good communication and writing skills. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant to the Department of health and public sector policies and protocols. Human Resources and Financial Management. Computer

literacy in MS Office. Extensive knowledge of General nursing and the relevant speciality. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the Psychiatric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Ms. S Basardien Tel No: (021) 402-6224
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.

POST 08/501 : **CHIEF DIETITIAN GRADE 1**

SALARY : Grade 1: R575 250 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Experience: A minimum of 3 years appropriate experience as a dietitian after registration with the HPCSA as an Independent Practitioner. Competencies (knowledge/skills): Expertise in the nutritional management of a variety of diagnoses, appropriate for an academic, multi-disciplinary hospital setting. Human resource management and supervisory experience. Good communication skills (both written and verbal). Must have teaching and presentation skills.

DUTIES : Provide a comprehensive clinical service in assigned clinical areas. Monitor, supervise, co-ordinate and develop the clinical service within the Dietetics department, to ensure optimal and appropriate patient care. Render a support service to the head of the Dietetics Department. Assist with the administrative and human resource management of the dietetics department. Identify needs, manage and participate in professional training and development of knowledge and skills in the department. Engage in student clinical training and related academic activities.

ENQUIRIES : Mr Lionel Naidoo Tel No: (021) 404 2263
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 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.

POST 08/502 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Overberg District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
CENTRE : Bredasdorp Clinic, Cape Agulhas Sub-district
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 as Professional Nurse and Midwife.

Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. The incumbent will be expected to assist/work at other clinics, mobile, satellite within the Sub-District, when required. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of information management.

DUTIES : Assist with the management of the Burden of Disease according to the Comprehensive Health Programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist with the management of human resources, Financial, SCM, Strategy and Health Support, Infrastructure and Equipment.

ENQUIRIES : Ms GJ Van Der Westhuizen Tel No: (028) 514-8400

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 the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within 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.

POST 08/503 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND CSSD)**
Garden Route District

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

CENTRE : Mossel Bay Hospital

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 a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work after-hours, overtime and perform standby duties. Competencies (knowledge/skills): Good communication skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills.

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives,

- educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
- ENQUIRIES** : Ms JA Mahlangu Tel No: (044) 604 - 6104
- 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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. -Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Operating Theatre. 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.
- POST 08/504** : **ASSISTANT DIRECTOR: HR (WORKFORCE PLANNING)**
Directorate People Management Planning and Practices
- SALARY** : R468 459 per annum
- CENTRE** : Head Office Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate Diploma or Bachelor's Degree in the Human Resources/People Management field. Experience: Appropriate experience in Workforce Planning processes and analytics. Inherent requirements of the job: Valid Code 08 EB driver's license. Competencies (Knowledge/skills): Knowledge of the Public Service Act and Public Service Regulations. Knowledge of the DPSA Directive on Workforce Planning (HR Planning). Exposure to the DPSA Workforce Planning prescripts and templates will be an added advantage. Computer Literacy in MS Office (MS Word, MS Excel, PowerPoint, Outlook). Knowledge of Power BI will be an added advantage. Analytical skills and research abilities. Ability to work in a team. Excellent verbal and written communication skills. Report writing skills. Attention to detail.
- DUTIES** : Develop the 3-year Workforce (HR) Plan and the annual HR Plan Implementation Report (HRPIR) for the WCGHW. Conduct research and trend analysis on Workforce Planning issues and stay abreast of new developments. Keep abreast of national, provincial and departmental strategies in order to align the Workforce Plan appropriately. Comply with the standards, quality and timeframes in terms of the DPSA Directive. Manage the online HR Exit Interview System. Provide support, advice and training to role-players in the Department. Provide input to strategic documents. Participate in the annual provincial assessment of all newly developed Workforce Plans and annual Implementation Reports in collaboration with the Department of the Premier. Manage the People Management (HR) issues of staff in the component.
- ENQUIRIES** : Ms C Kleynhans Tel No: (021) 483-4487 or email: Carine.Kleynhans@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 08/505** : **ASSISTANT DIRECTOR: SUPPORT SERVICES**
Cape Winelands Health District
- SALARY** : R468 459 per annum
- CENTRE** : Cape Winelands TB Centre
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory or a managerial position. Appropriate experience in contract management. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel and work overtime if needed. Competencies (knowledge/skills): Excellent written and verbal proficiency. Leadership capabilities, managerial and organisational skills. Ability to manage conflict and function under pressure. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Good interpersonal skills.
- DUTIES** : Effectively manage and supervise all Infrastructure maintenance and planning, including the grounds and public areas. Manage all Support Services including transport, telecommunications, linen & laundry and porter services. Contract

management of cleaning, security, grounds, pest control, linen & laundry and waste management. Nurses Home residential management. Responsible for effective Food services rendering of the hospital. Effective and efficient management of Human and Physical Resources.

ENQUIRIES

: Dr D Theron Tel No: (023) 348-1301

NOTE

: No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies within Cape Winelands TB Centre, 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.”

POST 08/506

: **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

: Brackengate Transitional Care Facility
: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Therapeutic knowledge and skills in the management of clients with neurological deficits and other medical conditions. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with complex and varied conditions as a Speech therapist in a healthcare setting. Computer literacy in MS Office.

DUTIES

: Provision of Speech Therapy services in the field of transitional care and rehabilitation at Brackengate Transitional care and associated facilities. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.

ENQUIRIES

: Ms C van Genderen Tel No: (021) 370 2441

NOTE

: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. The pool of applications will

be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- POST 08/507** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY**
- SALARY** : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Ability to render a after hour service. Delivery of a 24-hour standby service (required to work after hours, during weekends and public holidays). Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Appropriate experience in clinical technology within the filed of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.
- DUTIES** : To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis).
- ENQUIRIES** : Mr M Govender Tel No: (021) 404 4094/5
- 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 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.

- POST 08/508** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)**
- SALARY** : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurophysiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist:

Neurophysiologist. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology 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: After-hours' service is compulsory. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical Neurophysiology.

DUTIES : Perform electroencephalographs on patients in a laboratory, ward and intensive care unit setting. Perform nerve conduction studies on patients in a laboratory, ward and intensive care unit setting. Perform evoked potentials on patients in a laboratory, ward and intensive care unit setting. Perform overnight polysomnography, multiple sleep latency test and multiple wakefulness test. Perform Intraoperative Monitoring for patients in Theatre. Participate in Research projects. Participate in on-going quality control and infection control. Participate in training of Clinical Technology students. Perform assigned administrative duties.

ENQUIRIES : Ms. E Mollentze Tel No: (021) 938-5500 or email: emmerentia.mollentze@westerncape.gov.za

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 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 as Clinical Technologist: Neurophysiology with the relevant council (including individuals who must apply for change in registration status).

POST 08/509 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

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

CENTRE REQUIREMENTS : Khayelitsha Eastern Sub-structure office
: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign- qualified employees, of whom it is not required

to perform community service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license, willingness and ability to travel within the Metro Health Services. Competencies (knowledge/skills): Adhere to departmental requirements whilst rendering services to in-patients and out-patients within the medical, orthopaedic, surgical and paediatric fields. Ability to work as part of the multi-disciplinary team. Ability to comply with National Core Standards requirements and appropriate computer skills. Knowledge on conducting comprehensive assessments and postural device assessments.

DUTIES : Ensure clinical occupational therapy service provision in accordance with the departmental requirements and protocols. Conduct assessments and implement intervention plans across work areas. Coordinate and convene seating clinics in the sub-district. Multidisciplinary team involvement; professional advocacy; data analysis and quality improvement; resource management. Participation in personal, departmental and in-services and training programs; student supervision. Contributes to improvement of internal and external systems relating to Occupational Therapy and the Allied component to improve care pathways.

ENQUIRIES : Ms N Peton Tel No: (021) 360-4622
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 candidates will be considered for other vacant relevant posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 08/510 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (INFORMATION TECHNOLOGY)**
Cape Winelands Health District

SALARY : R397 116 per annum
CENTRE : Cape Winelands TB Centre
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in an IT/Information systems or software support role. Experience working in a healthcare setting. Inherent requirement of the job: Valid driver's license (Code B/EB). Willingness to perform overtime duties when required. Willingness to travel across the Cape Winelands district and to attend meetings outside the district. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office, M365 and related applications. Good quantitative and analytical skills. Good report writing and presentation skills. Solid knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health and Wellness e.g. PHCIS, Ideal Health Facility, Business Intelligence, TIER.net. Understanding of IT software and hardware environment, including the ability to draw up specifications. Knowledge and experience in planning and policy development. Ability to establish and maintain good interpersonal relationships across multiple stakeholders.

DUTIES : Provide comprehensive first-line IT support to ensure the smooth operation of digital systems and infrastructure across healthcare and administrative environments. Proactive and reactive troubleshooting, user support, and system maintenance. Ensure the reliability, performance, and security of the organisation's IT infrastructure. Lead processes relating to the installation, configuration, maintenance, and monitoring of hardware and software systems that support both clinical and administrative operations. Ensure that all IT operations and systems adhere to established security protocols, regulatory requirements, and documentation standards. Provide relevant training to healthcare and administrative staff.

ENQUIRIES : Mr O Motshweneng Tel No: (023) 348-8120/ 8104
NOTE : No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies

within the Cape Winelands 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.”

POST 08/511

CASE MANAGER

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience preferably at hospital level, alternatively at a medical scheme or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the UPFS and ability to perform clinical audits of patient accounts. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Excellent verbal and written communication skills. Excellent interpersonal skills and the ability to act independently, objectively and with confidence and collaboratively as part of the healthcare team. Computer literate (Microsoft Office/Teams). Ability to work under pressure, handle a high work volume and meet strict deadlines. Strong critical thinking and problem-solving abilities.

DUTIES

: Ensure that pre-admission and pre-authorisation information is accurate and in accordance with hospital and funder procedures. Manage and implement Case Management policies, protocols and procedures timeously. Provide training and workshops when required. Liaise with internal and external stakeholders such as Funders and Managed care organisations with regards to treatment of patient, MHC policies, protocols, optimal fund utilisation, clinical information, diagnostic and procedural coding. Provide complete and accurate clinical updates and discharge information to Funders. Conduct clinical audits of patients' accounts and ensure clinical auditing of the account controllers are accurate. Ensure accurate, specific and comprehensive clinical coding. Complete queries/requests of the Medical Scheme follow-up section timeously. -Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. When handling or investigating a debtor query, ensure the account is accurately billed. Manage the workflow and supervise personnel of the Case Management department. Participate in interdisciplinary team meetings to optimize patient care. Provide estimations for all patient classifications. Provide Case management statistics on a weekly / monthly basis.

ENQUIRIES
NOTE

: Ms J Jooste Tel No: (021) 938-4140
: No payment of any kind is required when applying for this post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be subjected to a practical test.

POST 08/512

SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT
Overberg District

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum
: Overberg District Office
: Minimum educational qualification: Appropriate 3-year Diploma/ Degree or equivalent. Experience: Appropriate experience in Labour Relations and Human Resource development. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Ability to work independently and under pressure. Computer literacy.

DUTIES

: Conduct disciplinary investigations and act as an initiator in disciplinary hearings. Handle individual and collective grievances. Interpret various Labour Relations statistics. Deal with conflict and disputes. Deal with conflict and disputes. Facilitate the development, implementation and evaluation of the Workplace skills plan and the Annual training Report. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee. Attend HRD and Labour relations forum meetings.

ENQUIRIES

: Mr N Liebenberg Tel No: (028) 218-5812

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within 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.

POST 08/513 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Khayelitsha Eastern Sub-structure Office
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Information Management. Appropriate experience in a supervisory capacity. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to travel. Competencies (knowledge/skills): Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint) especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Highly developed understanding of information technology, i.e. familiar with health information systems like, SINJANI, DHIS, Clinicom, ECCR, and ECM (Electronic Content Management). Good Numerical and analytical skills wrt technical knowledge, report writing and data management skills. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, data, processes and standard operating procedures. Good leadership, interpersonal and communication (verbal and written) skills. Presentation Skills.

DUTIES : Assist with project management related to information management in the Sub-structure. Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc. according to NDOH and Provincial requirements. Develop monitoring and evaluation tools. Assist with compiling reports and feedback to Management. Ensure audit compliance in the Sub-structure. Provide and co-ordinate training and general support related to information management processes and systems. Participate and render a supportive function with regards to People Management and developmental activities.

ENQUIRIES : Ms J Jansen Tel No: (021) 360-4702

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Information Management post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a written/practical and oral assessment.

POST 08/514 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT**
Garden Route District

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Garden Route District Office, George
: Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection, Labour relations and training). Appropriate experience in supervision. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Teams and Outlook). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts. Knowledge of PERSAL.

DUTIES : Monitoring control measures for all allowances. Ensure Audit Compliance (CMI and HRAAP). Appropriate utilization of overtime budget. Management of service benefits. Ensure efficient personnel administration and leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension administration. Effective management of paysheets and Commuted overtime. Provide training, support and guidance to staff and line

managers within the scope of profile. Effective management and development of subordinates. Administer the recruitment and selection. Oversee and administer performance management process. Responsible for Debt Management. Coordinate PERSAL control functions.

**ENQUIRIES
NOTE**

- : Ms D Fortuin Tel No: (044) 803 - 2700
- : 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.

POST 08/515

- : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY

- : Grade 1: R325 200 per annum
- : Grade 2: R397 119 per annum
- : Grade 3: R477 564 per annum
- : Grade 4: R585 441 per annum

**CENTRE
REQUIREMENTS**

- : Gustrouw CDC, Khayelitsha Eastern Sub-structure
- : Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. **Grade 1:** No experience **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and PowerPoint) and e-mail (Outlook) Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting.

DUTIES

- : Provision of comprehensive, client centered clinical social work services in the Primary Health Care facility and NPOS environment, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Convene and Conduct Psychosocial groups. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. -Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.

**ENQUIRIES
NOTE**

- : Ms Aisha Salie Tel No: (021) 845-8384
- : 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 appointments 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 applicants will be considered for other Social Worker posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.

- POST 08/516** : **SOCIAL WORKER: GRADE 1 TO 4**
West Coast District
- SALARY** : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum
- CENTRE REQUIREMENTS** : Vredenburg Hospital, Saldanha Bay Sub-district
: Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Sub-district/ District to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy. Good verbal and written communication skills.
- DUTIES** : Providing effective and integrated social service delivery to patients and families. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families. Effectively execute social work administration functions including referrals to relevant role players and stakeholders. Provide and participate in training and education activities by keeping updated with developments in the field. Perform middle management functions to ensure effective functioning of the social work department.
- ENQUIRIES NOTE** : Dr TV Zimri Tel No: (022) 709 7200
: 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.
- POST 08/517** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services
- SALARY** : R325 101 per annum
CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of the human resource prescripts in the Public Service.
- DUTIES** : Effective and efficient Human Resource Development skills in administration of i.e. Bursaries, EPWP project, AET etc. Effective administrative support to the MHS: Human Resource Development Section. Coordination, development and implementation of the Workplace Skills plan/ annual training report and the quarterly report. Draft correspondence, filing and maintenance of records. Render administration support in respect of training inventions. Capture of data and maintenance of databases. Handle telephonic and written enquiries.
- ENQUIRIES NOTE** : Mr XP Nyangaza Tel No: (021) 815-8690.
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/518 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE) (SCHOOL HEALTH)**
Overberg District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS : Cape Agulhas Sub-district
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. 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 Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the School, AYFS and Primary Health Care setting. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide clinical school health services to learners with parental consent in schools. Support the CCW and the teacher as part of the team within the school environment. Reach out to nurses in special schools where applicable. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays as well as PHC services. Monitor and evaluate the Program.

ENQUIRIES : Ms G van der Westhuizen Tel No: (028) 514-8400
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 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.

POST 08/519 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS : Uniondale Hospital, George 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. 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, night duty, overtime, public holidays, weekends. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient

- care. Excellent communication and interpersonal skills (both written and verbal). Knowledge of relevant legislation, policies including Health Care 2023, Sustainable Development Goals.
- DUTIES** : 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 relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814-1117
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written 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 applicants will be considered for similar vacant posts within Garden Route District 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.
- POST 08/520** : **ARTISAN PRODUCTION (ELECTRICAL) GRADE A TO C**
Chief Directorate: Rural Health Services
- SALARY** : Grade A: R243 597 per annum
Grade B: R285 816 per annum
Grade C: R332 061 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Willingness to travel. Physically fit to do manual labour. Willingness to work after hours and overtime should the need arise. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Appropriate experience in Electrical, Airconditioning- and Refrigeration Systems. Supervisory experience including People – and Financial Management.
- DUTIES** : Maintain, install and repair electrical, air conditioner and mechanical installations and equipment. Check and reset fire alarms. Manage and supervise work schedule for the division. Train and supervision of subordinates. Manage and assist with the execution of maintenance projects/repairs within the health facility. General Administration of the Workshop including Stock take and safekeeping of tools and materials. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr G.R Abrahams Tel No: (021) 860-2797/ or
Gregory.Abrahams@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 08/521** : **ADMINISTRATION CLERK: SUPPORT (UNIT FOR INFECTION PREVENTION AND CONTROL)**
- SALARY** : R228 321 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Very good computer literacy (office Suite i.e. Word, Excel, Outlook, and PowerPoint). Excellent typing and organization skills. Ability to work independently. Ability to execute duties accurately and thoroughly. Good interpersonal skills and ability to work under pressure and in a team. High ability to communicate effectively (verbally and written).

DUTIES : Provide administrative support to the HOD and IPC team. Ensure effective and efficient administrative support and office management. Execute general administrative duties including submission of statistics and completed NMC forms, ordering of consumables and equipment, asset management, assist with organizing awareness days and workshops. Provide administrative support services with regard to meetings, including meeting venue booking and preparation, minute-taking and distributions of agenda and minutes. Management the diary of the HOD, bookings and preparations of the training room, Typing and printing of documents, reports, correspondence, and tracking of documentation. Effective records management and filing systems. Liaise with Provincial departments and all other stakeholders.

ENQUIRIES NOTE : Dr A Parker Tel No: (021) 938 -5576
 : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 08/522 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (SUPPORT: TRANSPORT)**
 Garden Route District

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Harry Comay Hospital, George Sub-district
 : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate transport and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy, MS Office packages, MS Teams and Outlook Electronic processing of operational statistics. Good communication skills (verbal and written) and interpersonal skills.

DUTIES : Administer and maintain all documentation relating to GG vehicles, including logbooks, trip authorities, fuel records, and service schedules. Capture and reconcile vehicle usage data in line with Government Garage and departmental transport policies. Coordinate vehicle bookings and monitor daily vehicle movements. Liaise with drivers, supervisors, and GG officials regarding vehicle availability and compliance requirements. Ensure adherence to road traffic legislation and government fleet management standards. Report vehicle incidents, breakdowns, and irregularities in accordance with GG procedures Perform relief driving duties using GG vehicles only, on an ad hoc basis and strictly when operational needs arise.

ENQUIRIES NOTE : Mr E Thom Tel No: (044) 814 - 1099
 : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within the Garden Route District, for a period of three months from the date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/523 : **ADMINISTRATION CLERK: SUPPORT**
 Overberg District

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Overstrand Sub-district
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Comprehensive Health, TIER.NET, EDR, SINJANI, Ideal health facility. Inherent requirements of the job: Valid (Code B/EB/C1) drivers' license. Competencies (knowledge/skills): Good communication skills (written and verbal) Computer literacy (MS Office). Knowledge of PHCIS, Clinicom, SINJANI, Tier.net, EDR, Ideal Hospital. Ability to do relieve duties at other facilities in the Sub-district.

DUTIES : Function as a member of the Information Management team on Sub District Level. Data management collect and collate data. Assist PHC Offices in Sub District, M&E. Perform administrative functions pertaining to the TB/HIV/STI programme in the Sub-district. Central data monitoring and Central Data Capturing.

ENQUIRIES NOTE : Ms EE Mackenzie Tel No: (028) 313-5251
 : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

- POST 08/524** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS)**
Garden Route District
- SALARY** : R228 321 per annum
CENTRE : Uniondale Hospital, George Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Clinicom and LOGIS. Appropriate experience in Office Administration. Inherent requirements of the job: Willingness to work overtime, after hours including weekends, public holidays when needed. Willingness to rotate and/or relief personnel in the other departments of the Hospital. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excell and Outlook). Good communication (verbal and written). Appropriate knowledge of electronic patient administration system (Clinicom). Appropriate knowledge of Hospital Fees Memorandum 18. Ability to accept accountability and responsibility and to work independently and unsupervised. High ethical standards as incumbent will have access to confidential files.
- DUTIES** : Admit, register, assess patients, open folders and raise invoices on Clinicom. Render an effective and efficient medical records service and folder management. Receive money, issue receipts, safe keeping of state money, and perform relief cashier duties. Effective and efficient management of H2 and H3 accounts, IOD accounts, RAF accounts, Medical Aid accounts and State Department accounts. Ordering and management of medical supplies, ward stock and institutional needs. Ensure timeous and accurate collection and submission of statistics. Support to Operational Manager Nursing with nursing and hospital administrative functions.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814 - 1117
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.
- POST 08/525** : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District
- SALARY** : R228 321 per annum
CENTRE : Vredendal North Clinic: Matzikama Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirement of the job: Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal and organisational skills. Computer literacy (MS Office). Working knowledge of PHCIS.
- DUTIES** : Provision of administrative support service to the multi-disciplinary team. Provision of administrative support to the patients. Co-ordination of all administrative duties within clinic. Assist with collection and collation of data for monitoring and evaluation.
- ENQUIRIES** : Dr. JE Eygelaar Tel No: (027) 213 4070
NOTE : No payment of any kind is required when applying for this post.
- POST 08/526** : **ADMINISTRATION CLERK: INFORMATION TECHNOLOGY**
Directorate: Information Technology (Tygerberg Hospital: HIS Application Centre)
- SALARY** : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: National Senior Certificate. Experience: Appropriate experience in administration. Inherent requirement of the job: Communication Skills, Organizational Skills, Technical and IT Skills. Competencies (knowledge/skills): Numerical and Financial Competence. Analytical and Problem-Solving Skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database development and maintenance skills.
- DUTIES** : Responsible for Project Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations.

Ensuring functional Diary Management for the Project Management Office (PMO), organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate project workshops, meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track project expenditures, assist with purchase orders, and support procurement activities. Human Resource: Assist with recruitment coordination, onboarding, and contract management. Capacity development: Coordinate training and on boarding of new project managers and other staff. Reporting and Presentations: Support the preparation of project reports, presentations, and other documentation. SharePoint Administration and Project Management tools: Manage documents and ensure correct access and organization within SharePoint and Project Management tools.

ENQUIRIES
NOTE

: Mr S Dlakana, Email: Sibulele.Dlakana@westerncape.gov.za
: No payment of any kind is required when applying for this post.

POST 08/527

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum
: Victoria Hospital
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management in warehouse process and experience in LOGIS or similar inventory systems. Competencies (knowledge/skills): Organisational skills. Ability to capture data accurately and good record keeping. Computer literacy (MS Office: Word, Excel, Outlook). Appropriate knowledge of Accounting Officers System and SCM delegations of the department.

DUTIES

: Receive goods from suppliers. Check for correct quantity and quality of goods with delivery. Issue goods and equipment to internal users accurately within the prescribed timeframes. Capturing issue vouchers on Logis. Ensure accurate stock control (i.e. verify stock levels and report inventory discrepancies). Ensure safe-keeping of stock items and the correct packing of shelves (first in- first out). Regular stock checks for minimum and maximum levels as well as expiring stock. Report regularly to supervisor regarding compliance issues, i.e. outstanding orders and inventory movements. Do follow-up with suppliers for expected deliveries and proper resolution of queries.

ENQUIRIES

: Mr I Petersen Tel No: (021) 799 1287/email: ilyaas.petersen@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. 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. 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. This advertisement may be utilized to create the pool of potential candidates for a period of not more than 3 calendar months from the date of the advertisement to fill any vacancy in the Department of Health and Wellness provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/528

: **ADMINISTRATION CLERK: SUPPORT (MEDICAL RECORDS)**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum
: Stikland Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Hospital Medical Records environment.

Appropriate and relevant experience in Clinicom. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge and working experience in Hospital Medical Records. Knowledge and working experience on Clinicom. Knowledge of medical records registry, archiving procedures and National Archives Act. Good analytic and problem-solving abilities. Ability to work within a team and independently with minimum supervision Computer literacy in Microsoft 365 & Clincom. Willingness to perform relief duties in the Patient Administration department.

DUTIES : Registration of patients on Clinicom. Render an effective and efficient medical records service. Complete relevant Clinicom system transactions. Accurately and timeously file all patient folders and other notes. Timeously retrieve all file all requested patient folders. Maintain an effective filing system. Maintain and repair patient files and create volumes. Prepare case notes for archiving. Support the supervisor and colleagues.

ENQUIRIES NOTE : Mr L Morkel Tel No: (021) 940 4530 or Ms M Okereke Tel No: (021) 940 4440
: 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 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.

POST 08/529 : **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 REQUIREMENTS : Nelspoort Hospital
: 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 : 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. Take actions to improve quality of nursing care.

ENQUIRIES NOTE : Ms S Frieslaar Tel No: (023) 416-1600
: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within 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.

POST 08/530 : **STAFF NURSE GRADE 1 TO 3**
West Coast District

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

CENTRE : Clanwilliam Mobile

- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Inherent requirement of the job: Willing to travel to and support other Clinics in the Sub-district when needed and willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
- DUTIES** : Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms M. Sandt Tel No: (027) 482 1484
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the 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.
- POST 08/531** : **ARTISAN ASSISTANT**
Chief Directorate: Metro Health Services
- SALARY** : R193 359 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 10/Std 8 or equivalent. Experience: Appropriate experience of maintenance of Building or Electrical or Plumbing or Air-Conditioning or Carpentry or Painting or Mechanical components & related fixtures as a handyman worker. Inherent requirement of the job: A valid (Code B) driver's licence. Willingness to perform standby and overtime duties when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skillfully and safely. Must be willing to work on a rotation basis in the artisan Cadre's as the need arises. Must be physically fit and to be able to perform heavy physical labour and must have good communication skills.
- DUTIES** : Carry out minor maintenance and repairs of related fixtures and components. Maintenance, installations, repair, modify and manufacture of items, equipment, and machines under the supervision of the Supervisor. Routine maintenance and repairs of equipment, plant, and tools Maintenance & repairs of minor electrical fixtures, mechanical repairs, furniture equipment, carpentry, and painting. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties. Effective support to Supervisor. Manage & control over tools, equipment, material, and stock. Responsible for basic administrative work as well as completing job cards.
- ENQUIRIES** : Mr J. Williams Tel No: (021) 799 1172
- NOTE** : No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this

post. 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. 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. This advertisement may be utilized to create the pool of potential candidates for a period of not more than 3 calendar months from the date of the advertisement to fill any vacancy in the Department of Health and Wellness provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- POST 08/532** : **ARTISAN ASSISTANT (PLUMBING)**
 Directorate: Engineering and Technical Support Services
- SALARY** : R193 359 per annum
CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of Building components (Plumbing). Inherent requirements of the job: A valid (Code B) driver's licence. Ability to operate and use required tools and equipment skillfully and safely. Ability to perform heavy physical labour. Ability to handle tools. Competencies (knowledge/skills): Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Plumbing, Carpentry, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.
- DUTIES** : Assist Artisan foreman and Artisan in the execution of their respective duties. Carry out maintenance and repairs of building fixtures and components. Maintain repairs and cleaning of drains on regular basis. Ensure clean water supply to facilities. Assist with repairs, alterations and emergency breakdowns (including after-hours repairs). Must be able to perform standby duties when required. Assist with the control and requisitioning of material and parts. Take control over tools and materials. Ensure that all tools and materials are available before commencing any tasks. Clean areas where work has been carried out. Ensure repairs and installations is executed according to SANS 10 – 400 Building Regulation as per Part “P”.
- ENQUIRIES** : Mr JP Louw Tel No: (021) 830-3771
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 08/533** : **NURSING ASSISTANT GRADE 1 TO 3**
 Cape Winelands Health District
- SALARY** : Grade 1: R174 261 per annum
 Grade 2: R203 271 per annum
 Grade 3: R239 559 per annum
- CENTRE** : Drakenstein Subdistrict, Phola Park Clinic
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing assistant. Registration with a professional council: Registration with the SANC as a Nurse Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Must be prepared to assist in all Facilities in Subdistrict according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
- DUTIES** : Provide quality basic care by assisting with activities of daily living. Provide elementary clinical nursing care. Maintaining professional growth, ethical standards and self-development. Record keeping.
- ENQUIRIES** : Mrs EJ Williams Tel No: (021) 877 -6400

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 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."

POST 08/534 : **TRADESMAN AID: PLUMBING (BUILDING)**
Directorate: Engineering and Technical Support Services

SALARY : R163 680 per annum
CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the respective fields in the Building environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Ability to handle tools. Competencies (knowledge/skills): Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: Carpentry, Plumbing, Painting and Building. Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.

DUTIES : Carry out minor maintenance tasks. Assist with the installation of equipment and alterations. Ensure that tools and materials are available when needed. Ensure areas in workshops and working environment are clear of obstructions and cleaned daily. Control over tools and materials. Maintenance and repairs by painting, glazing, skimming, building, installations of Drywalls, ceilings and equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Support in Carpentry Plumbing Painting and Building Departments when required. Assist the Artisan Foreman / Artisan in certain duties assigned. Emergency breakdowns (including after-hour repairs).

ENQUIRIES : Mr JP Louw Tel No: (021) 830-3771
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 08/535 : **ADMINISTRATION CLERK: SUPPORT (PHARMACY) 5/8TH**
Chief Directorate: Metro Health Services

SALARY : R142 701 (5/8th) per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative support service experience in a healthcare or medical setting. Competencies (knowledge/skills): Proficiency in the use of MS Office Package particularly Excel, Word and Outlook. Good interpersonal and communication skills and the ability to interact respectfully with healthcare professionals, patients and external stakeholders. Ability to work independently, and as part of a team. Ability to plan, organise and manage administrative tasks efficiently. Ability to handle confidential patient and staff information responsibly. High level of accuracy in data capturing, filing and reporting. Ability to work within a regulated healthcare environment.

DUTIES : Provide administrative and reception support to the Pharmacy Department. Capture and manage data, records and Excel spreadsheets. Prepare and submit statistics, reports and documentation. Support stock administration, audits and compliance activities. Assist with HR, finance and staff administration processes. Provide administrative support to Allied Health departments as required.

ENQUIRIES : Ms J Louw Tel No: (021) 440 3141
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief

Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- POST 08/536** : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Basic appropriate experience in a large-scale industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays when needed. Incumbent must be physically fit to lift heavy objects and be able to be on your feet for long period of time. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to read, speak and write.
- DUTIES** : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.
- ENQUIRIES** : Ms R Potgieter Tel No: (021) 940-4575
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 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.
- POST 08/537** : **HOUSEHOLD AID**
West Coast District
- SALARY** : R138 486 per annum
CENTRE : Clanwilliam Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment or hospital setting. Inherent requirement of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Ability to communicate.
- DUTIES** : Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment.
- ENQUIRIES** : Mr NM Goeieman Tel No: (027) 482 2166
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. 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.
- POST 08/538** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)**
Chief Directorate: Metro Health Services
(Contract until 31 March 2027)
- SALARY** : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
- CENTRE** : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in Anaesthesiology. Registration with the Professions Council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as a 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 Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as a 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 Anaesthesiology. Inherent requirement of the job: Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career.

DUTIES

: To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research.

ENQUIRIES

: Dr Z Fullerton Tel No: (021) 799-1170, email: zahnne.fullerton@westerncape.gov.za

NOTE

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