



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2026

DATE ISSUED 22 MAY 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 ELECTRICITY AND ENERGY:** Kindly note that the sentence below on the requirements on the post of The Director-General with Ref No: DEE2026/008, which was advertised in the Public Service Vacancy Circular 16 dated 15 May 2026 has been removed." "In the public service with a proven track record of successfully leading and managing at senior

management level." The new closing date is 05 June 2026. We apologise for the inconvenience.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that posts of Assistant Director: Assets Management with Ref No: Q9/2026/28, advertised on Public Service Vacancy Circular 16 dated 15 May 2026 with a closing date of 29 May 2026, please note that the closing date has been extended to 05 June 2026. Apologies for any inconvenience caused.

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DEPARTMENT OF AGRICULTURE (DOA)

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 05 June 2026 at 16:00 |
| <u>NOTE</u> | : | To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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

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| <u>POST 17/01</u> | : | <u>PARLIAMENTARY AND CABINET SUPPORT REF NO: 3/3/1/33/2026</u> Office of the Minister |
| <u>SALARY</u> | : | R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS). |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng: Pretoria Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Political Science / Business Administration (NQF level 6). Minimum of 3 years experiences in relevant working environment. Job related knowledge: Knowledge of ministerial operations. Knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Job related skills: Computer literacy, Communication skills |

- (verbal and written), Report writing skills, Negotiating skills and Interpersonal skills. A valid driver's licence. Ability to work within a team.
- DUTIES** :
- Monitor events in Parliament to identify matters that have bearing on the Executive Authority. Peruse document like minutes of committees and cluster committees and monitor meetings of legislative structures to identify matters that have a bearing on the Executive Authority. Liaise with structures like portfolio and standing committee on matters that have a bearing on the Executive Authority and brief Departments on decisions taken. Monitor events in cabinet to identify matters that have a bearing on the Executive Authority. Peruse documents like minutes of Cabinet and Cluster Committees and monitor meetings of the executive structures to identify matters that have a bearing on the Executive Authority. Liaise with structures, by attending meetings, like Cluster and Cabinet Committees. Render an efficient and effective Parliamentary services. Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament / the legislature and ensure departmental representation in parliamentary events. Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. Gazette and table draft bills emanating from the portfolio of the executive authority. Provide advice and support in terms of policy and procedure to the Department in respect of key parliamentary events, like the tabling of the budget vote of the Executive Authority. Co-ordinate and control movements between the Pretoria and Cape Town Offices for parliamentary sessions. Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts / policies and procedures that apply to his / her work terrain. Remain abreast with the procedures and processes applicable to the Executive Authority.
- ENQUIRIES APPLICATIONS** :
- Ms Kgomoiso Kgang Tel No: (012) 319 7194
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email PCSrecruit33@nda.gov.za
- NOTE** :
- EE Target: African Males and Persons with disability.
- POST 17/02** :
- FARM FOREMAN REF NO: 3/3/1/34/2026**
Directorate: Grootefontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** :
- R237 453 per annum (Level 05)
Eastern Cape: Middelburg
- Applicants must be in possession of Grade 12 certificate or equivalent. Minimum of 2 years experience in management of agronomics and horticultural crops trials. Job Related Knowledge: Farming practices. Farm equipment. Safety standards. Management of stores. Job Related Skills: Organizing. Planning. Team building. Problem solving. A valid driver's license.
- DUTIES** :
- Organise, supervise, and assist with the execution of activities in respect of crop production: Field identification. Soil cultivation and preparation. Sowing and planting of all trials. Irrigation of trials. Manual and mechanical weed control. Harvesting of produce. Organise, supervise and assist with the general maintenance activities of grounds and infrastructure: Maintenance of fences. Maintenance of hail shelter. Maintenance of roads. Maintenance of building, stores, greenhouses and cold rooms. Maintenance of irrigation system. Organise, supervise, and assist with the execution of general routine activities: Firefighting and prevention. Cleaning of facilities. Disposal of farm waste material. Care for equipment e.g. cleaning, oiling, sharpening etc. Cleaning and washing of vehicles. Loading/off-loading. Perform all administrative and related functions: Ensure proper recording and filing of relevant farm records / farm inventory (farm equipment) i.e. farm inventory status report. Loss/damage reports completed and submitted to relevant office. Register of all losses of assets and tools used for farm work updated. Ensuring proper recording and submission/filing of relevant HR records such as: Leave records, Performance Agreements, Personnel attendance register and Exit interviews etc.
- ENQUIRIES APPLICATIONS** :
- Mr Thabo Molekwa Tel No: (049) 802 6633
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FFrecruit34@nda.gov.za

- NOTE** : EE Target: Africans, White Males and Persons with disability.
- POST 17/03** : **SECRETARY REF NO: 3/3/1/35/2026**
Directorate: Plant Health
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Gauteng: Pretoria
: Applicants must be in possession of a Grade 12 Certificate (NQF 4). No experience required. Job related knowledge: Knowledge of the relevant legislation/policies/prescripts and procedure. Telephone etiquette. Basic knowledge of financial administration. Job related skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyze documents situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Ability to work long extended hours.
- DUTIES** : Provide secretarial / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine and photocopiers. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and employees in the unit. Identify venues, invite role players, organise refreshments, set up schedules for meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters such as leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items such as stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to the work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr Jan Hendrik Venter Tel No: (012) 319 6384
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Srecruit35@nda.gov.za
- NOTE** : EE Target: African Males and Persons with disability.
- POST 17/04** : **TRACTOR DRIVER REF NO: 3/3/1/36/2026**
Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** : R170 226 per annum (Level 03)
: Eastern Cape: Middelburg
: Applicants must be in possession of an NQF level 3 (Grade 10 certificate). Minimum of 1 year of experience. Job related knowledge: Establishment of pastures, planting and cultivation of crops. Basic calculations for mixing and application rates of herbicides and pesticides. Calibration of planters and crop sprayers. Functioning, maintenance and repair of farm equipment and infrastructure. Job related skills: Operating a tractor, Operating specialised machinery such as TLB, Bulldozer etc, Using of different implements, Planting and harvesting of crops. Road Maintenance. A valid driver's license (Code C1)
- DUTIES** : Operate a tractor with various implements (such as ploughs, Rippers, Planters, crop sprayers etc) attached to assist with the physical execution of various general farming activities, through inter alia: Land cultivation, Planting, Tillage, Harvesting, Transportation of various goods, Fire fighting, fencing activities, Mowing of lawn etc. Perform road and firebreak maintenance works and construction related functions by using appropriate machinery. Operate a specialised machinery (such as harvesters, drilling equipment, excavators,

sewer jetting machine etc.) Perform vehicle maintenance and administrative support activities including inter alia the following: Ensure the safe storage, cleaning and routine maintenance of vehicle. Ensure the safety storage, cleaning and routine maintenance of implements. Maintain a farm vehicle month and kilometre logbook and report accordingly. Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving fuel and oils.

- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633 or Dr Loraine Van Den Berg Tel No: (049) 802 6740
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TDrecruit36@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disability.
- POST 17/05** : **CLEANER REF NO: 3/3/1/37/2026 (X2 POSTS)**
Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY** : R144 024 per annum (Level 02)
- CENTRE** : Eastern Cape: Middelburg
- REQUIREMENTS** : Applicants must be in possession of ABET qualification. No previous experience required. Job Related Knowledge: None. Job Related Skills: None.
- DUTIES** : Provide Cleaning services: cleaning offices corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins, Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by cleaning of basins. Wash and keep stick of kitchen utensils. Cleaning the restrooms by refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and Maintain cleaning materials and equipment: Report broken cleaning machines and equipment. Cleaning of machines (vacuum cleaners etc.) and equipment after. Request cleaning materials.
- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Crecruit37@nda.gov.za
- NOTE** : EE Target: African Male, Coloured Male, Indians, Whites and Persons with disability.

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** : 08 June 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 attachment. Zipped, IMG and JPEG documents will not be accepted. 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. 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/>. For all SMS appointment, the selection panel will recommend suitable candidate (s) to attend 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform

the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Kindly take note that the advertised post of Assistant Director: Collective Bargaining for Head Office Pretoria with reference number HR4/26/02/01HO is withdrawn. The post was advertised on circular 5 of 2026 on 13 February 2026 with closing date of 27 February 2026. For applicants who previously applied for the post must re-apply when the post is advertised with reviewed requirements.

MANAGEMENT ECHELON

- POST 17/06** : **DIRECTOR: CORPORATE SERVICES REF NO: HR4/4/4/05/01**
- SALARY** : R1 266 714 per annum, (all- inclusive)
- CENTRE** : Provincial Office: Parktown
- REQUIREMENTS** : A qualification at NOF level 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/ Human Resource Development/Public Administration/ Public Management/ Financial Management/ Supply Chain Management/ Labour Relations/ Business Management/ Management (majoring in Public Management/Administration). Valid driver's license. Five (5) years' experience at Middle/ Senior Managerial level with experience in Human Resource Management; Employment Relations; Supply Chain Management; Financial Management environment. Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Service Act, Public Service Regulations, Departmental policies and procedures, Batho Pele principles, Access Recognition and Licensing Committee, Human Resource Development, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Labour Relations Act, Basic Conditions Of Employment Act, Public Financial Management Act, Employment Equity Act, Skills Development Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication, Problem Solving, Listening and Observation, Strategic management, Negotiation, Analysis, People Management, Presentation.
- DUTIES** : Oversee the management of human resources including capacity development and performance management in the province. Monitor the development and maintenance of the Province's Organisational Structure and establishment. Oversee Financial and Supply Chain Management within the province. Manage the provision or communication services within the province. Manage the provision of Auxiliary Services and Fleet management obligations in the province. Manage staff and all other resources.
- ENQUIRIES** : Mr TJ Mokomatsidi Tel No: (011) 853 0300
- APPLICATIONS** : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: jobs-GP-PO/1@labour.gov.za
- NOTE** : EE target-priority will be given to African female, Coloured male, Coloured Female, Indian male, Indian female, White male, White female

OTHER POSTS

- POST 17/07** : **DEPUTY DIRECTOR: INVESTMENTS: REF NO: HR4/4/3/3/2DDI/UIF (X7 POSTS)**
(3- Year Contract)
- SALARY** : R1 101 468 per annum, (all-inclusive)
- CENTRE** : Unemployment Insurance Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification in Investment Management/ Finance/ Accounting/ Economics/ an investment-related field of study at NQF Level 7 as recognized by SAQA. Five (5) years working experience, of which three (3) years must be functional operational experience in an investment environment and two (2) years at an Assistant Director/Junior Management level in an investment environment. Knowledge: PFMA, NT Regulations, Treasury Instructions, UIF Act, UICA. Financial Markets Act, FSRA. IPS and investment governance frameworks. Investment markets, instruments, and portfolio management. GRAP (GRAP 1,16, 20, 24, 36, 37, 38, 104, etc.). IFRS, GAAP. ESG principles, PRI, GIPS (advantageous). Risk-management frameworks and methodologies. Public-sector governance and reporting frameworks. Skills:

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| | | Investment analysis and financial modelling. Portfolio management and oversight. Valuation of listed and unlisted instruments. Risk management and scenario analysis. Financial reporting and GRAP compliance. SLA and contract management. Data analysis and investment systems proficiency. Governance writing and policy formulation. Strategic capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Problem-solving and decision-making. Stakeholder management. |
| <u>DUTIES</u> | : | Manage investment portfolio services and ensure alignment with investment-related prescripts, legislation, and policies. Manage investment accounting, valuation, and disclosure in accordance with GRAP standards. Monitor investment risk management, linking actuarial risk appetite, tolerance, duration to investment portfolio limits, exposures, and duration. Ensure governance, compliance, and reporting, to internal and external oversight structures and stakeholders. Manage financial, human, and physical resources of the Sub-directorate. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms ASC Fourie Tel No: (012) 337 1520 |
| | : | email: Jobs-UIF25@labour.gov.za |
| <u>POST 17/08</u> | : | <u>DEPUTY DIRECTOR: TREASURY REF NO: HR4/4/3/3/2DDT/UIF (X2 POSTS)</u> (3- Year Contract) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 101 468 per annum, (all-inclusive) |
| | : | Unemployment Insurance Fund, Pretoria |
| | : | Undergraduate qualification in Financial Accounting, Finance, Economics at NQF Level 7 as recognized by SAQA. Five (5) years working experience of which three (3) years must be functional experience in the cash flow liquidity management or treasury environments and two (2) years of experience at an Assistant Director/ Junior Management level. Knowledge: National Treasury Regulations (TR 15- 19). Treasury Instructions. Bank Act. Payment System Management Act. Financial Intelligence Centre Act (FICA). Prudential Authority directives and guidance notes. GRAP 1,2 and 24. Cash- flow management framework. Public- sector governance and reporting frameworks. Skills: Treasury Operations and cash- flow forecasting Liquidity- risk management. Banking- platform governance and user- access control. Financial analysis and reconciliation. Risk management and internal control. SLA and contract management. Governance writing and policy formulation. Data analysis and treasury systems proficiency. Financial management. Policy capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Problem- solving and decision- making. Stakeholder management. |
| <u>DUTIES</u> | : | Manage treasury operations, banking arrangements, and cash- management functions in line with PFMA and National Treasury Regulations. Manage cash-flow liquidity forecasting, liquidity- risk management, and short-term investment of funds for cash flow liquidity purposes. Ensure accounting and compliance with PFMA, National Treasury Regulations, FIC Act, Banks Act, Public Service Act, UIF policies, and GRAP standards. Manage resources. Manage treasury governance, internal controls, and reporting to oversight structures. Manage financial, human and physical resources of the Sub-directorate. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms ASC Fourie Tel No: (012) 337 1520 |
| | : | email: Jobs-UIF26@labour.gov.za |
| <u>POST 17/09</u> | : | <u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/3/2DDAS/UIF</u> (3- Year Contract) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 101 468 per annum, (all-inclusive) |
| | : | Unemployment Insurance Fund, Pretoria |
| | : | An undergraduate qualification in Actuarial Science at NQF Level 7 as recognized by SAQA. Five (5) years of working experience, of which three (3) years must be functional operational experience in an actuarial environment and two (2) years' experience at an Assistant Director / Junior Management level within an actuarial environment. Knowledge: Public Service Act. Public Service Regulations. National Treasury Regulations. Public Investment Corporation Act (PICA). Generally Recognised Accounting Practices (GRAP). International Financial Reporting Standards (IFRS). Oversight frameworks: |

- AGSA audit cycle, SCOPA requirements, governance committee mandates. Labour- market indicators influencing UIF claims, contributions, solvency and sustainability National Treasury Instruction Notes relevant to actuarial procurement. Skills: Strategic Competencies. Core Managerial Competencies. Process Competencies. Technical Competencies.
- DUTIES** : Conduct Actuarial Valuations, Advanced Modelling and Statutory Reporting. Oversee, manage and assure Data extracts, Assumptions and Methodology Assurance. Maintain Governance, Compliance and ensure Audit Readiness. Coordinate external Actuarial Advisor Management.
- ENQUIRIES APPLICATIONS** : Ms ASC Fourie Tel No: (012) 337 1520
email: Jobs-UIF27@labour.gov.za
- POST 17/10** : **ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)**
- SALARY CENTRE** : R605 742 per annum
Provincial Office: Western Cape Ref No: HR4/4/10/650 (X1 Post)
Labour Centre: Cape Town Ref No:HR4/4/10/651 (X1 Post)
- REQUIREMENTS** : Undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administration Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Four years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Service Regulation (PSR), Basic Conditions of Employment (BCEA), Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Computer, Report Writing, People Management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory Skills and Coaching skills.
- DUTIES** : Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate local appeals and complaints in the province. Coordinate General support. Manage resources in the unit.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC4@labour.gov.za
- NOTE** : Priority will be given to Coloured Males and White Males
- POST 17/11** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/10/653**
- SALARY CENTRE** : R605 742 per annum
Provincial Office: Western Cape
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA UI Contributions Act, Skills Development Act and Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Communication Written and Verbal, Innovative, Analytical, Research and Project management.
- DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA and COIDA matters. Control the process that monitor and evaluate impact of UIA and COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za
- NOTE** : Priority will be given to Coloured Males and White Males

POST 17/12 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICE (IES) REF NO: HR4/4/10/652**

SALARY : R487 197 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/Business Management/ Administration. Two (2) years supervisory experience. Two (2) years functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act and Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.

DUTIES : Conduct inspection with the aim of ensuring compliance with the labour legislation. Carry out investigation on cases reported regarding contravention of labour legislation and enforce where it is evident there is contravention. Conduct proactive inspection regularly to monitor compliance with labour legislation. Draft inspection plans, reports and compile statistics on the cases allocated., Manage the resources in the sub-section.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za

NOTE : Priority will be given to Coloured Males and White Males

POST 17/13 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (6X POSTS)**
Re-advertisement, applicants who previously applied must re-apply

SALARY : R413 001 per annum
CENTRE : Labour Centre: George Ref No:HR4/4/10/654 (X2 Posts)
Labour Centre: Worcester Ref No:HR4/4/10/655 (X4 Posts)
REQUIREMENTS : An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Polices and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.

DUTIES : Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources.

ENQUIRIES : Mr M Charles Tel No: (044) 801 1223 (George)
Mr M Murray at 072 029 8930 (Worcester)
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Email: WCJobs-GRG@LABOUR.gov.za (George)
Email: WCJobs-WS@LABOUR.gov.za (Worcester)

NOTE : Priority will be given to White Males

POST 17/14 : **BCEA INSPECTOR REF NO: HR4/4/10/656**

SALARY : R413 001 per annum
CENTRE : Labour Centre Somerset West
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act.

Immigration Act. Skills: Facilitation skills, Planning and Organizing, Leadership, Computer literacy, Interpersonal skills, Problem solving skills, interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA), Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-SW@LABOUR.gov.za

NOTE : Priority will be given to White Males

POST 17/15 : **SENIOR STATE ACCOUNTANT: FINANCE REF NO: HR4/4/8/161**

SALARY : R413 001 per annum

CENTRE : Provincial Office: Northern Cape

REQUIREMENTS : Three (3) years tertiary or equivalent qualification in Finance/Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescript and manuals, Batho Pele Principles, Departmental Policies and Procedure, Conflict. Skills: Planning and organising, Computer Literacy, Communication, Problem solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorise all financial transactions for the whole Province on financial transversal system (e.g. BAS LOGIS, PERSAL AND Safety-net). (Daily). Verify information to ensure proper financial documents management. Monitor budget process for the province. Proper control of Petty case. Clear suspense account and unallocated accounts before month closure.

ENQUIRIES : Ms Sherelda Kleinsmith Tel No: (053) 838 1517

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za

NOTE : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.

POST 17/16 : **OHS INSPECTOR (X2 POSTS)**

SALARY : R413 001 per annum

CENTRE : Labour Centre Kimberly Ref No: HR4/4/8/164(X1 Post)

Labour Centre Kuruman Ref No: HR4/4/8/165(X1 Post)

REQUIREMENTS : Three (3)-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication, 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 skill.

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. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other 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 APPLICATIONS : Ms S Kleinsmith Tel No: (053) 838 1707

Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberly
 Email: Jobs-NCKIM@labour.gov.za (Kimberly Labour Centre)
 Email: Jobs-NCKIM@labour.gov.za (Kuruman Labour Centre)

NOTE : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.

POST 17/17 : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/657**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
 : Labour Centre Cape Town
 : Three-year tertiary qualification in Public/ Human resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Departmental Policies, Procedures and Guidelines. Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing skills, Computer literacy, listening skills, Communication skills, Ability to interpret legislation, Problem solving skills, Basic mediation skills, Analytical skills, Report writing skills and Tactical skills.

DUTIES : Render Supply Chain Management Function in a Labour Centre. Provide Finance, office services including fleet management within a Labour Centre. Render a Human Resource Management service at a labour Centre (Daily). Responsible for training and performance management in a Labour centre. Provide general administrative duties to the Labour Centre. Responsible for staff supervision and development.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-CTN@LABOUR.gov.za

NOTE : Priority will be given to White Males

POST 17/18 : **ADMINISTRATIVE OFFICER: WORK-SEEKER REGISTRATION REF NO: HR4/4/10/676**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
 : Provincial Office: Western Cape
 : A Three-year tertiary qualification in Administration/ Public Administration. One-year functional experience in work-seeker registration. Knowledge: ILO Conventions. Financial Management. Human Resource Management. Knowledge Management and Skills Development. Skills: Planning and organizing, communication, computer, analytical, presentation, interpersonal, report writing, leadership and networking.

DUTIES : Ensure provision of support to Labour Centres for the delivery of work-seeker registration service. Dissemination of information to Labour Centres on registration of work-seekers on ESSA. Ensure provision of administrative support for capacity building on ESSA end users. Consolidate reports for ESSA user master database.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC2@labour.gov.za

NOTE : Priority will be given to White Males

POST 17/19 : **CLIENT SERVICE OFFICER: IES REF NO: HR/4/4/10/658**

SALARY CENTRE REQUIREMENTS : R280 278 per annum
 : Labour Centre: Beaufort West
 : Matriculation/Grade 12/Senior Certificate. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service

| | | |
|--------------------------------------|---|--|
| | | Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving. |
| <u>DUTIES</u> | : | Render services at help desk as the first point of entry within the Registration Services. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms K Fuller Tel No: (021) 441 8119 |
| | : | Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-BEA@LABOUR.gov.za |
| <u>NOTE</u> | : | Priority will be given to White Males |
| <u>POST 17/20</u> | : | <u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (PES) (X9 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R280 278 per annum |
| | : | Labour Centre: Beaufort West- Ref No: HR4/4/10/659 (X1 Post) |
| | : | Labour Centre: Bellville- Ref No: HR4/4/10/660 (X2 Posts) |
| | : | Labour Centre: Cape Town- Ref No: HR4/4/10/661 (X3 Posts) |
| | : | Labour Centre: George- Ref No: HR4/4/10/662 (X1 Post) |
| | : | Labour Centre: Mitchells Plain- Ref No: HR4/4/10/663 (X1 Post) |
| | : | Labour Centre: Oudtshoorn- Ref No: HR4/4/10/664 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Matriculation/Grade 12/Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation. |
| <u>DUTIES</u> | : | 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 17 placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms K Fuller Tel No: (021) 441 8119 |
| | : | Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town |
| | : | Email Beaufort West: WCJobs-BEA@LABOUR.gov.za |
| | : | Email Bellville: WCJobs-BELL@LABOUR.gov.za |
| | : | Email Cape Town: WCJobs-CTN@LABOUR.gov.za |
| | : | Email George: WCJobs-GRG@LABOUR.gov.za |
| | : | Email Mitchells Plain: WCJobs-MP@LABOUR.gov.za |
| | : | Email Oudtshoorn: WCJobs-ODU@LABOUR.gov.za |
| <u>NOTE</u> | : | Priority will be given to White Males |
| <u>POST 17/21</u> | : | <u>BCEA INSPECTOR (X3 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R280 278 per annum |
| | : | Labour Centre: George Ref No: HR4/4/10/665 (X1 Post) |
| | : | Labour Centre: Paarl Ref No: HR4/4/10/666 (X1 Post) |
| | : | Labour Centre: Postmasburg Ref No: HR 4/4/8/163 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation Skills, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical skills, Communication Skills (Verbal and Written). |
| <u>DUTIES</u> | : | 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 : Ms K Fuller Tel No: (021) 441 8119 (George & Paarl)
Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Postmasburg)

APPLICATIONS : **Chief Director: Provincial Operations:** PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Email George: WCJobs-GRG@LABOUR.gov.za
Email Paarl: WCJobs-PRL@LABOUR.gov.za
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCPOS@labour.gov.za (Postmasburg Labour Centre)

NOTE : EE targets- Priority will be given to Coloured Male, Indian male and females, White males (Postmasburg). Priority will be given to White Males (George & Paarl)

POST 17/22 : **UI CLAIMS OFFICER (X19 POSTS)**
Re-advertisement, applicants who previously applied must re-apply

SALARY CENTRE : R280 278 per annum
Labour Centre: Bellville Ref No:HR4/4/10/667 (X9 Posts)
Labour Centre: George Ref No:HR4/4/10/668 (X10 Posts)

REQUIREMENTS : Grade 12/ Senior Certificate. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Ref No: HR4/4/relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES : Mr F Carstens Tel No: (021) 941 7002 (Bellville)
Mr M Charles Tel No: (044) 801 1223 (George)

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Email: Bellville, WCJobs-BELL@LABOUR.gov.za
Email: George, WCJobs-GRG@LABOUR.gov.za

NOTE : Priority will be given to White Males

POST 17/23 : **PERSONNEL OFFICER HRM REF NO: HR4/4/10/669**

SALARY CENTRE : R237 453 per annum
Provincial Office: Western Cape

REQUIREMENTS : Matriculation/Grade 12/Senior certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures.HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.

DUTIES : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/24 : **ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: HR4/4/10/670**

SALARY CENTRE : R237 453 per annum
Provincial Office: Western Cape

REQUIREMENTS : Matric/Grade 12 Certificate. No experience. Knowledge: Treasury Regulations. Risk Management. Supply Chain Management Framework. Public Service Regulations and relevant prescripts. Public Administration Management Act.

Departmental policies and procedures. Batho Pele Principles. Public Financial Management Act. Skills: Computer literacy. Conflict management. Communication (both verbal and writing). Project management. Leadership. Report Writing. Decision making.

DUTIES : Administer and provide effective and efficient management risk registers. Perform office administration, logistical support function and ensure adequate functioning of risk management unit and committee. Provide administration support for the risk management activities in Supply Chain Management. Provide assistance on ethics and anti-corruption prevention strategy implemented.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/25 : **ADMINISTRATION CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY CENTRE : R237 453 per annum
: Labour Centre: Bellville Ref No: HR4/4/10/671 (X1 Post)
: Labour Centre: George Ref No: HR4/4/10/672 (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Administrative procedures relating to an office. Filing and retrieving of documents. Ability to operate photocopier, Data capturing. Skills: Planning and organizing. Communication. Computer literacy.

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 : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/26 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R237 453 per annum
: Labour Centre: Mossel Bay Ref No: HR4/4/10/673 (X1 Post)
: Labour Centre: Worcester Ref No: HR4/4/10/674 (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Batho Pele Principles, Departmental policies and procedures and Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre. Provide a finance and office management service to the Labour Centre. Render a Human Resource Management service at a Labour Centre daily. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Responsible for the transport in a Labour Centre and ensure safe keeping of pool cars. Render general administrative work for the Labour Centre as and when required.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/27 : **OFFICE AID REF NO: HR4/4/10/675**

SALARY CENTRE : R170 226 per annum
: Provincial Office: Western Cape

REQUIREMENTS : Standard 8/Grade 10. No experience. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal relations, Verbal communication and Listening skills.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

- APPLICATIONS** : All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>
- NOTE** : Priority will be given to Females

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

- APPLICATIONS** : Cape Town, Limpopo and Mpumalanga: 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.
 FOM23-2026@dffe.gov.za
 FOM24-2026@dffe.gov.za
- CLOSING DATE** : 15 June 2026, 16:00. No late application will be accepted.
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POST

- POST 17/28** : **ASSISTANT DIRECTOR: FOREST RESOURCE PROTECTION (X2 POSTS)**
 Re-advertisement and those who have previously applied, need to reapply.
- SALARY** : R605 742 per annum

- CENTRE** : Western Cape Ref No: FOM23/2026
Limpopo / Mpumalanga Ref No: FOM24/2026
- REQUIREMENTS** : National Diploma (NQF6) in Forestry / Natural Science / Environmental Management or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) years' experience in Forestry or related field. 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. Knowledge, and evidence of the National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act including Environmental Legislation and policies impacting on the forestry sector. Sound knowledge in the regulation of natural resources. Knowledge of government administrative procedures i.e. Public Finance Management Act (PFMA). Ability to collect and interpret information and reports. Good communication skills (verbal and written). Good presentation skills. Computer literacy. Ability to work under pressure and handle criticism. Ability to work independently and in a team. Good interpersonal skills and supervisory skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours. A Valid Driving License and willingness to travel.
- DUTIES** : Implement, monitor and enforce National Forest Act and National Veld and Forest Fire Act policy and strategies. Identify areas that can be dealt with through other mechanisms such as regulations, guidelines, or capacity building and awareness. Review and comment on documents such as Environmental Impact Assessment (EIA) and other specialist reports for development impacting forests and trees in accordance with the National Forest Act. Promote compliance and enforcement regarding the National Forests Act No. 84 of 1998 and the National Veld and Forest Fire Act 1998 (Act 101 Of 1998). Liaise with Directorate of Legal Services and State Law Advisor regarding legal opinions and interpretation of provisions of the Act. Facilitate the appointment of Forest Officers as Peace Officers in terms of Criminal Procedure Act, 1977. Implement capacity building and communication programmes for stakeholders. Conducts NFA and NVFFA training course to various stakeholders such as SAPS, Judiciary, Magistrate and Prosecutors, State Organs. Provide technical advice in the issuing of licenses for protected trees, State and natural forests. Manage and maintain database of license statistics. Monitor the uniformity of licensing by evaluating the quality and assurance process and procedures in the Forestry Regions. Provide information & advisory services on NVFFA to existing FPA's, landowners & other stakeholders and support Fire Protection Associations to ensure compliance and functionality.
- ENQUIRIES** : Western Cape Ms T Gwala at 066 374 7795
Limpopo / Mpumalanga Ms N Mudau at 066 566 0640

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 12 June 2026
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. 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. Correspondence will be limited to short-listed candidates. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 17/29** : **PROVINCIAL DIRECTOR: FREE STATE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/01**
Chief Directorate: Provincial and Local Liaison
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the

National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Free State Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Free State Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

ENQUIRIES

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188

NOTE

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/30

: **PROVINCIAL DIRECTOR: EASTERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/02**
Chief Directorate: Provincial and Local Liaison

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs

CENTRE REQUIREMENTS

: East London
: An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media

communication campaigns. Knowledge: Comprehensive knowledge of the Eastern Cape Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Eastern Cape Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/31

: **PROVINCIAL DIRECTOR: GAUTENG PROVINCIAL OFFICE REF NO: 3/1/5/1-26/03**
Chief Directorate: Provincial and Local Liaison

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Johannesburg
: An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Gauteng Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and

Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Gauteng Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

OTHER POSTS

POST 17/32

: **DEPUTY DIRECTOR: DIGITAL MEDIA REF NO: 3/1/5/1-26/04**
Directorate: Digital Media

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (Level 11), all-inclusive remuneration package
: Pretoria
: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism, Media Studies, Multimedia Studies, Communication or equivalent related qualification. Four (4) years' relevant experience of which two (2) years should be on salary level nine (9), ten (10) or equivalent junior management level. Experience in website content management, digital publishing, content management systems and the distribution of government information through digital platforms. Competency in one or more content management systems, such as SharePoint, Drupal, WordPress and Joomla. Knowledge of government communication, web publishing standards, digital content coordination, online audience needs and content quality assurance. Excellent writing and editing skills in English. Understanding of digital content management, web publishing environments, online collaboration tools and emerging technologies that support digital communication, workflow automation and citizen engagement. Experience in coordinating teams, managing workflows, compiling reports, maintaining records and working with internal and external stakeholders. Excellent interpersonal, stakeholder engagement and communication skills. Ability to work independently with minimal direct supervision and as part of a team. Ability to work under pressure and meet tight deadlines. Proficiency in more than one South African official language will serve as an added advantage. Knowledge and understanding of no-code and low-code technologies, web application development platforms and AI-powered digital tools will serve as an added advantage. Experience or familiarity with modern web development and digital engagement platforms, including Wix, customer relationship

DUTIES

management systems, Microsoft Power Apps, chatbot development tools, Adobe Creative Suite and omnichannel digital communication tools or platforms, will serve as an added advantage.

: The successful candidate will be responsible for coordinating the implementation of the websites and web publishing component of the Digital Media Directorate's operational work. Coordinate the daily administration, maintenance, improvement and content management of GCIS-managed websites and related content management systems. Coordinate the identification, selection, preparation, uploading and updating of website content to ensure that information remains accurate, relevant, accessible and up to date. Provide operational oversight of allocated GCIS-managed websites and related digital publishing platforms, including SANews, Vuk'uzenzele and other relevant content management systems. Monitor website functionality, content quality and user experience, and coordinate the resolution of content-related or system-related issues with relevant stakeholders. Support website improvements, including content structure, navigation, accessibility, searchability, usability and compliance with approved editorial, branding and web publishing standards. Assist with the development, updating and implementation of guidelines, standards and procedures relating to website content management, digital publishing, content governance and quality assurance. Provide advisory services and support to government departments and internal stakeholders on website content management, web publishing and the use of content management systems. Coordinate operational activities within the unit, including workflow processes, task allocation, deadline management and support to team members. Compile reports on website activities, content updates, performance trends, risks, challenges and areas requiring improvement. Manage website-related correspondence, stakeholder requests and official email communication to ensure timely responses, proper coordination and accurate record-keeping. Maintain records and utilise enterprise information management systems, including the SharePoint Document Centre, to ensure that work-related documents and correspondence are stored in accordance with the GCIS File Plan and records management requirements. Contribute to digital projects, campaigns and online communication activities by ensuring that relevant website content is published, updated and aligned with approved communication priorities. Provide support within the broader Digital Media Directorate, including digital publishing, content scheduling, campaign support, monitoring of digital platforms, social media coordination and related online communication activities, as and when required.

ENQUIRIES

: Mr Tumelo Komape Tel No: (012) 473 0174

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/33

: **REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-6/05**

Directorate: KwaZulu Natal Provincial Office

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)

: Harry Gwala

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must understand development communication practice, and knowledge of KwaZulu Natal Province with specific insights to Harry Gwala district and its local municipalities. Be innovative, digital literate and abreast

with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Harry Gwala District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Harry Gwala district. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES

: Ms Ndala Mngadi Tel No: (031) 301 6787

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/34

: **REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-26/06**
Directorate: Gauteng Provincial Office

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Ekurhuleni

REQUIREMENTS

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must understand development communication practice, and knowledge of Gauteng Province with specific insights to Ekurhuleni district and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and

effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Ekurhuleni Metropolitan Municipality (Metro) as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of GCIS office Metro based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Ekurhuleni Metropolitan area. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the Metro to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at Ekurhuleni level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at Metro level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/35

: **ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-26/07**
Directorate: Research Services

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Communication Sciences/Social Sciences/ Political Sciences/ Statistics. A relevant post-graduate qualification with a research component, including completion of an academic research project, will be an added advantage. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in research/ communication research (Experience gained through the completion of a full academic research project, encompassing all research processes, will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Good general knowledge and interest in current and government affairs. Skills: Competence in research design and analytical skills with proven experience in qualitative and quantitative research methodologies. Must be well-versed in all aspects related to communication research processes. Competence in qualitative and quantitative data collection

as well as experience in writing research proposals or research briefs. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure.

DUTIES

: The successful candidate will assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Design qualitative and quantitative data collection instrument, including the administration of appropriate research instruments. Conduct quantitative data analysis using software such as SPSS and MS Excel programme. Ability to analyse qualitative data. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Aid in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research Services. Work as part of a team in the Directorate and GCIS project teams.

**ENQUIRIES
NOTE**

: Ms Getrude Sadiki Tel No: (012) 473 0095
: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/36

: **ASSISTANT DIRECTOR: NEWS SERVICES (SENIOR REPORTER) REF
NO: 3/1/5/1-26/08**
Directorate: News Services

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Pretoria
: Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Journalism, Communication or an equivalent related qualification. At least three (3) years' journalistic experience in print, broadcast and/or digital media, which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level. Applicants must be computer literate, with sound working knowledge of Microsoft Word, email, internet-based research and digital content tools used for writing, editing, content filing and online publishing. Applicants must have sound knowledge of government policies and programmes, government communication, current affairs and the broader South African media environment. Applicants must be news-driven journalism professionals with strong editorial judgement and research skills. Applicants must have excellent English writing skills. He/she must be able to write accurate, clear and engaging news articles and feature stories for online platforms. He/she must also be able to produce or support the production of basic multimedia content, including photographs, short videos and other digital material suitable for digital platforms. Applicants must have knowledge of social media, digital publishing, online audience needs and multimedia storytelling. Applicants must have excellent interviewing skills, the confidence to interview senior and high-profile government officials, and the ability to process complex information, analyse the communication environment and generate original story ideas linked to government priorities and public interest. Good interpersonal, teamwork and communication skills are essential. Applicants must be willing to accept editorial guidance, coaching and mentoring. They must be able to work under pressure, meet deadlines, and be flexible and available to work after hours, including evenings, weekends and public holidays, when required. Applicants must also be available to travel, sometimes at short notice. A valid driver's licence is essential. Proficiency in two official South African languages will be an added advantage.

DUTIES

: The successful candidate will be responsible for initiating, researching, developing and producing news and feature content for SAnews.gov.za and

other GCIS platforms. This will include attending government briefings, media events and official programmes locally and across the country; conducting research and interviews; writing accurate and balanced government news stories; producing multimedia content; filing content under tight deadlines; and contributing to digital platforms through text, photographs and videos. The role will require the use of relevant digital reporting, content production and publishing tools in the performance of duties, in line with departmental policies and available resources. The successful candidate will also be expected to maintain strong working relationships with other government communicators and relevant stakeholders and contribute to the effective positioning of SAnews as a credible government news agency.

**ENQUIRIES
NOTE**

: Ms Roze Britz Tel No: (012) 473 0263
 : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/37

: **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION AND MEDIA MONITORING REF NO: 3/1/5/1-26/09**
 Directorate: Government Communication, Monitoring and Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
 : Pretoria
 : Applicants should be in possession of a National Diploma (NQF 6) in Journalism/ Media Studies/ Communication/ Public Relations/ Public Administration/ Public Governance or equivalent related qualification. At least two (2) years' experience in communication and media monitoring and analysis; experience and skills in communication and media data capturing, and use of Excel spreadsheets. Knowledge of and experience in monitoring and evaluation will be a recommendation. Good communication/liaison, planning and research skills. Proficiency in using GCIS' Government Communication Excellence Tool (G-CET) and Media Monitoring and Analysis Tools. Strong knowledge and understanding of government programmes and priorities. Knowledge of and a strong interest in current affairs and the South African socio-political situation. Understanding of the media landscape and environment. Tested knowledge of monitoring and evaluation and media analysis methodologies. Willingness to travel. Have a code 8 or 10 driver's licence. Analytical thinking and problem-solving skills. Well-developed interpersonal and problem-solving skills. Ability to work independently, but also to coordinate work within a team environment. Ability to work under pressure. Advanced computer skills. Intermediate to advanced report writing and presentation skills. Proficiency in internet searches. Use of databases and electronic dissemination of products. Planning and organising.

DUTIES

: The successful candidate will be required to support the work of monitoring and evaluating government communication at National, Provincial, and Local levels especially through capturing and analysing communication performance data. Support media monitoring and analysis through GCIS' Media Monitoring and Analysis System to monitor and analyse communications environment for media coverage of government's priorities; major programmes; special events like the State of the Nation Address; communication campaigns and activities and assist with the compilation of media analysis reports. The official will also have to support GCIS projects such as the Government Communication Policy and also contribute to administrative functions in the Directorate.

**ENQUIRIES
NOTE**

: Mr Brite Nemaranzhe Tel No: (012) 473 0040
 : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity

targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Western TVET College)
(Motheo TVET College)

OTHER POSTS

- POST 17/38** : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: CORP/ASD/PM/01**
 Nature of Appointment: Contract (College Council Appointment)
 Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), plus 37% lieu of benefits
 : Corporate Office
 : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management / Safety Management / Civil Engineering / Architecture Construction Management / Project Management or any other relevant qualification in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
- DUTIES** : Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with Capital Infrastructure Efficiency Grant (CIEG). Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.
- ENQUIRIES APPLICATIONS** : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
 : Please hand deliver your application or email it to ASDPM2026@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
- NOTE** : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living

with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE

: 05 June 2026 at 12:00.

POST 17/39

: **PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL REF NO: CORP/PA/02**

Nature of Appointment: Permanent (PERSAL appointment)
Re-advertisement

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07), plus benefits
: Corporate Office
: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology / Public Management / Management Assistant / Secretarial or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in rendering support service to Senior Management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Good telephone etiquette. Sound planning and organising skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Maintain confidentiality. Willingness to work extra hours when required.

DUTIES

: Provide a secretarial support service to the principal. Performs advanced typing work. Operate and ensure that office equipment is in good working order. Records the engagements of the principal. Coordinates with and advises the principal regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow of information and documents to and from the office of the principal. Ensures the safekeeping of all documentation in the office of the principal in line with relevant legislation and policies. Ensures that travel arrangements are well coordinated. Handles the procurement of standard items like stationery, refreshments for the activities of the principal and unit. Obtains the necessary signatures on documents. Provides support to the manager in the office of the principal regarding meetings. Records minutes, decisions or resolutions taken and communicates to relevant role players, follow-up on progress made. Coordinates logistical arrangements for meetings when required. Keeps record of expenditure commitments, monitors expenditure and alerts the principal of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Remains up to date with the prescripts, policies, and procedures applicable to his /her work terrain to ensure efficient and effective support to the principal. Remains abreast with the procedures and processes that apply in the office of the principal.

ENQUIRIES APPLICATIONS

: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
: Please hand deliver your application or email it to PA@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within

six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

- CLOSING DATE** : 05 June 2026 at 12:00.
- POST 17/40** : **MIS OFFICER REF NO: MOT/MIS/CO/2026**
- SALARY** : R338 106 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Appropriate National Diploma (NQF 6)/ B Degree in Information Management /DATA management or equivalent qualification. 2 years working experience in Management of Information System (MIS) or DATA Management environment or any relevant knowledge. Sound knowledge of the following: Policies that governs TVET Colleges including knowledge of the TVETMIS system and annual reporting requirements. CET Act; PSET; ISO and quality management systems. Knowledge and understanding of information system and the understanding, application and interpretation of office management, COLTECH, DATA warehouse and IT prescripts.
- DUTIES** : To provide TVET Management Information System (MIS) services in the entire college. Maintain and administer TVETMIS, capturing and DATA extraction for the college. Compile and produce various reports and statistics. Capture and update information on COLTECH/TVETMIS and other related systems. Provide administration of all academic and student related system programmes, courses and qualification. Facilitate the renewal of TVETMIS licenses before expiry dates.
- ENQUIRIES** : Mr M Shopane Tel No: (051) 014 7850
APPLICATIONS : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
- FOR ATTENTION** : Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850
NOTE : Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening, and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.
- CLOSING DATE** : 05 June 2026 at 14H00.
- POST 17/41** : **ADMINISTRATIVE CLERK REF NO: MOT/ADM/BFN/2026**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Bloemfontein Campus
REQUIREMENTS : N6 in Office management/ National Diploma in Office Management. 1-year experience in Clerical/Administrative environment. Computer Literacy. Sound knowledge of TVET Sector policies as well as Department of Higher Education. Knowledge of the Legislative framework governing the Public Service. Ability to capture data and ability to keep campus and personnel records. Must have good verbal and written communication skills. Good interpersonal relations.
- DUTIES** : To render administrative support services to the campus. Render general clerical support services for the campus, by recording; organising and keeping correspondence records. Provide personnel administration support services

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| | | within the campus by maintaining leave registers and attendance register, maintaining personnel records. |
| <u>ENQUIRIES</u> | : | Mrs M Tebele Tel No: (051) 014 7601 |
| <u>APPLICATIONS</u> | : | All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za |
| <u>FOR ATTENTION</u> | : | Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850 |
| <u>NOTE</u> | : | Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference. |
| <u>CLOSING DATE</u> | : | 05 June 2026 at 14H00. |
| <u>POST 17/42</u> | : | <u>ADMIN CLERKS: ADMINISTRATION SERVICES (X3 POSTS)</u> Nature of Appointment: Permanent (PERSAL appointment) Re-advertisement |
| <u>SALARY</u> | : | R237 453 per annum (Level 05), plus benefits |
| <u>CENTRE</u> | : | Carletonville Ref No: CV/ADMIN/CLERK/03 Krugersdorp West Ref No: KW/ADMIN/CLERK/04 Randfontein Ref No: RFT/ADMIN/CLERK/05 |
| <u>REQUIREMENTS</u> | : | Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Administration/Management Assistant/Office Management and Technology or any other relevant qualification. Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty. |
| <u>DUTIES</u> | : | Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the Business Management System (BMS). Print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team. |
| <u>ENQUIRIES</u> | : | Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062 |
| <u>APPLICATIONS</u> | : | Please hand deliver your application or email it to Admin Clerk: Carletonville – AdminCAL2026@westcol.co.za ; Admin Clerk: Krugersdorp West – AdminKW2026@westcol.co.za ; Admin Clerk: Randfontein – AdminRFT2026@westcol.co.za in a pdf format and as one attachment, quoting |

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| | | the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760. |
| <u>NOTE</u> | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. |
| <u>CLOSING DATE</u> | : | 05 June 2026 at 12:00. |
| <u>POST 17/43</u> | : | <u>CLEANER REF NO: MOT/CLN/BFN/2026</u> |
| <u>SALARY</u> | : | R144 024 per annum (Level 02) |
| <u>CENTRE</u> | : | Bloemfontein Campus |
| <u>REQUIREMENTS</u> | : | ABET/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Ability to interact with other officials in a professional manner. Knowledge of cleaning procedures, maintenance procedures and safety requirements attached to the duties assigned. Able to use cleaning material appropriately. Be flexible to manage time effectively. |
| <u>DUTIES</u> | : | Ensure the cleaning of office /classrooms and surroundings. Ensure high level of cleanliness throughout the campus. Carry out all tasks related to cleaning. Vacuuming, dusting and sweeping of offices, corridors, kitchens, halls and classrooms. Empty litter bins around the campus on a daily basis. Cleaning windows, doors and walls. Replacing toilet paper, soap and hand towels. |
| <u>ENQUIRIES</u> | : | Mrs M Tebele Tel No: (051) 014 7601 |
| <u>APPLICATIONS</u> | : | All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za. |
| <u>FOR ATTENTION</u> | : | Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850 |
| <u>NOTE</u> | : | Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (e.g. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference. |
| <u>CLOSING DATE</u> | : | 05 June 2026 at 14H00. |

DEPARTMENT OF HOME AFFAIRS

The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.



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| <u>CLOSING DATE</u> | : | 05 June 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). 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. The Department of Home Affairs (DHA) seeks to hire patriotic, professional, 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 deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. |

MANAGEMENT ECHELON

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| <u>POST 17/44</u> | : | <u>CHIEF DIRECTOR: IS INFRASTRUCTURE MANAGEMENT REF NO: HRMC 27/26/1</u> Chief Directorate: IS Infrastructure Management |
| <u>SALARY</u> | : | R1 494 900 - R1 787 328 per annum (Level 14), an all-inclusive salary package |
| <u>CENTRE</u> | : | Head Office: Tshwane |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification in Information Technology, Computer Science, Computer Engineering, Information and Communication Technology, Information Systems at NQF 7 as recognized by SAQA. 5 Years' Senior Management experience in ICT / Information Services (IS) Infrastructure environment is required. Experience in IS Infrastructure / Information |

Communication Technology (ICT). Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Sound knowledge and application of the GITO Requirement and Frameworks. Knowledge of the State Information Technology Agency 88nof 1998. Act Understanding of Departmental Regulatory Framework. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Willingness to travel and work extended hours. On call is required. A valid Driver's License. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic Capability and Leadership Execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and Integrity. Program and Project Management. Change Management. Ability to manage IS risk and quality, Enterprise Architectural and Strategic IS Alignment operations. Communication skills. Knowledge Management. Decision making. Presentation skills. Influencing and networking. Attention to detail. Process analysis and improvement. Business report writing. Research Methodology and Analysis. Influencing and networking. Time management. Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the Data Centre and all associated infrastructure, applying Life Cycle management principles. Oversee the management of performance, availability, response trends and error rates of all servers and resolve or escalate issues. Ensure business continuity and configuration management to ensure the sustainability and availability of servers. Ensure the management of operations of servers, power management of all hardware devices, software, input and output devices. Oversee the management of the server room security, data centre access control, environmental controls and access control. Ensure availability of systems 24/7 with periodic maintenance, software upgrades or patches, electrical installation, shutdowns and renovations. Oversee multiple tiers of high complexity, risk and exposure in accordance with the design of the facility and equipment supporting the Tier 3 Data Centre. Ensure Data Centre security through the administration of storage, user identification, security procedures and password and user ID management. Ensure the management of the Data Centre environment is well maintained, and there is power redundancy. Evaluate the performance, availability, response trends and error rates of all servers and resolve or escalate issues. Oversee the management of Infrastructure, Networks and Cyber Security Solutions life cycle management. Provide management oversight into IT General system control matters, ensuring that regulatory and compliance requirements, inter alia, COBIT19 and DPSA frameworks, are entrenched in the operating environments. Recommend vendors and service contractors to ensure the best value is being delivered to the Department. Oversee the development, implementation, and review of data centre operations policies, processes, procedures, standards, and templates. Oversee the management of networks (WAN and LAN) and infrastructure operations. Oversee the management of Information Systems (IS) Security frameworks and plans. Oversee the implementation of IS Cyber security technologies relating to the protection of infrastructure, systems, applications and information assets. Drive the implementation of Information Security Governance and ensure compliance with relevant standards and legislative requirements. Ensure the implementation of effective risk and compliance management practices. Provide strategic leadership and direction to the Chief Directorate. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with regulatory requirements. Support the Department's Digital Transformation Strategy and infrastructure modernisation initiatives.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms S Mkhalihi Tel No: (012) 406 7109
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 17/45

: **DISTRICT MANAGER OPERATIONS REF NO: HRMC 27/26/2**

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), An all-inclusive salary package

**CENTRE
REQUIREMENTS**

: District Municipal Office: Uthungulu: Kwazulu-Natal
: An undergraduate qualification in Operations Management, Social Science, Leadership, Management or Administration at NQF 7 as recognized by SAQA. 5 Years' Middle Management / Senior Management experience is required. Extensive experience in Operations Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Knowledge and understanding of Immigration Services Acts. Knowledge and understanding of Civic Services Acts. Knowledge of the Public Finance Management Act and Regulations. A valid Driver's License. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-Entry Certificate upon appointment. Required skills and competencies: Strategic Planning. Strategic Management. Service delivery innovation. Client orientation and customer focus. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge and information management. Decision making. Presentation Skills. Problem solving and analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Operations Management. Capacity Planning. Research Methodology and Analysis. Policy Development. Diplomacy. Computer Skills Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices) that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality accordance with service delivery standards. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Provide executive support in the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. 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 J 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 civicsrecruitment@dha.gov.za

OTHER POSTS

POST 17/46

: **LOCAL OFFICE MANAGER (X3 POSTS)**

**SALARY
CENTRE**

: R1 101 468 - R1 297 476 per annum (Level 12)
: George: Western Cape Ref No: HRMC 27/26/3a (X1 Post)
: Paarl: Western Cape Ref No: HRMC 27/26/3b (X1 Post)
: Witbank: Mpumalanga Ref No: HRMC 27/26/3c (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. 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

: Western Cape: Mr M Pienaar Tel No: (021) 488 1409
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

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:

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

POST 17/47

: **ASSISTANT DIRECTOR: ASSET AND PROPERTY MANAGEMENT (X3 POSTS)**

This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

SALARY CENTRE

: R487 197 - R573 897 per annum (Level 09)
: Provincial Manager's Office: Limpopo Ref No: HRMC 27/26/4a (X1 Post)
: Provincial Manager's Office: North-West Ref No: HRMC 27/26/4b (X1 Post)
: Provincial Manager's Office: Western Cape Ref No: HRMC 27/26/4c (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Supply Chain Management, Logistics Management, Financial Management, Financial Accounting at NQF level 6 as recognised by SAQA. A minimum of 3 years' supervisory experience in Supply

Chain and or Assets Management environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Sound knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience in budgeting and revenue management. Knowledge of task planning and allocation. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Project Management. Knowledge Management. Client Orientation and Customer Focus. Manpower forecasting and planning. Knowledge Management. Decision Making. Change Management. Budget and Financial Management. Written and communication skills. Research and Learning. Presentation Skills. Problem Solving. Strong Analytical Skills. Report Writing. Influencing and Networking. Planning and Organizing. Computer literacy. Patriotism, Honesty and Integrity

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure effective management of assets within the Province. Develop, Implement and monitor acquisition, maintenance and disposal plans for assets. Ensure proper implementation of the Asset management Strategy within the department. Oversee regular asset counts and verify results against Asset Register. Coordinate physical verification of all departmental assets. Monitor all movements of departmental assets and record/update the asset register. Conduct inspections of equipment to identify potential re-utilisation. Account for maintenance and depreciation of assets. Verify the accuracy of the data recorded/updated in the asset register. Reconcile differences between physical assets and asset register and prepare reports. Monitor and participate in the implementation of efficient improvement projects. Compile reports of identified obsolete, redundant and damaged assets, transfer these items to suspense register. Co-ordinate inputs for the Department's Asset management Policy and advice line managers on asset management. Provide Inputs on assets financials and reconciliations. Manage acquisition, operation and maintenance of assets. Dispose of economically obsolete assets according to the policies and recouping of asset value in settling employee debt to the department. Facilitate bar-coding, stocktaking, and verification of departmental assets. Manage budget allocation and operational planning from assets management. Develop a strategic plan and advise line managers on strategic planning for disposal and replacement of asset. Develop acquisition plan in relation to asset management. Ensure successful management of the properties in the province. Manage effective operation of the property management unit. Facilitate the implementation of transport services (fleet) in the province. Ensure effective risk and compliance management within asset management unit. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: Limpopo: Mr J Kgole Tel No: (015) 287 2802
 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

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za>
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
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 17/48

: **CIVIC SERVICES OFFICER (X6 POSTS)**

SALARY CENTRE

: R338 106 - R398 277 per annum (Level 07)
 : Free State: Large Office: Phuthatditjhaba Ref No: HRMC 27/26/5a (X2 Posts)
 Gauteng: Large Office: Randfontein Ref No: HRMC 27/26/5b (X1 Post)
 Kwazulu-Natal: Medium Office: Empangeni Ref No: HRMC 27/26/5c (X1 Post)
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 27/26/5d (X1 Post)
 Mpumalanga: Medium Office: Belfast Ref No: HRMC 27/26/5e (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. 1 Year experience in Operations, client or customer services environment. 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. A valid Driver's License. Willingness to travel and work extended hours. Overtime may be required on request occasionally. Weekend working may be required on request occasionally. Required skills and competencies: Computer literacy. Analytic thinking. Planning and organizing. Problem solving. Problem solving. Verbal and written communication. Financial administration. Planning and skills, Interpersonal Attention to detail. Clerical and administration. Professionalism. Compassion. Conscientious. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise the effective daily operations of civic services of offices. Ensure effective service delivery and assist staff where service standard are not met. Produce quality reports regarding turnaround times (documents processed and error rates). Implement quality assurance measures to ensure quality of service delivery. Ensure safekeeping of records/documentation according to DHA requirements. Allocate work to staff members and monitor their progress against daily targets or goals. Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics. Identify challenges in operations (capacity, training, bottlenecks) and make suggestions to Superiors. Identify trends and take corrective action. Perform overriding functions on system. Ensure full implementation of all relevant SOP's. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Supervise the application of ID smart cards, BMD Registration of Birth, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: 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
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

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:
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.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 05 June 2026 at 16:00 |
| <u>NOTE</u> | : | To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD 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. |

MANAGEMENT ECHELON

| | | |
|--------------------------|---|--|
| <u>POST 17/49</u> | : | <u>DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT SERVICES REF NO: 3/1/1/1/2026/36</u> Directorate: Spatial Planning and Land Use Management Services |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). |
| <u>CENTRE</u> | : | North West (Mmabatho) |

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Geographical Information Science (GISc) (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registration with South African Council for Planners (SACPLAN) as a Profession Planner or with South African Geomatics Council as a Professional Geomatics Professional: GISc. Minimum of 5 years' experience at a middle / senior managerial level in a Town and Regional Planning or GISc environment. Job related knowledge: An understanding of the Public Service environment, Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations, Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job related skills: Strong strategic planning and leadership, Analytical, innovative, problem-solving and interpersonal, Human resource management, Skilled negotiator and self-confident decision maker, Good report writing, Excellent financial management, A high level of computer literacy, Ability to communicate effectively at all levels. A valid driver's licence and willingness to travel both locally and internationally.

DUTIES : Provide spatial planning, land use management and environmental services in liaison with the national office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management Interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the national office. Enable provincial integrated spatial information management systems. Provide Geographic Information Science (GISc) technical support to municipalities. Facilitate the utilisation of GISc technical tools to aid spatial planning. Provide support to the implementation of Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). Support municipalities in the utilisation of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land Use Regulators. Provide technical support in the development of Provincial Legislation, Land Use Schemes and Spatial Development Frameworks and related Plans. Provide technical support to agriculture, rural development and land reform programmes. Provide Spatial Analysis services, Provide GISc and Mapping services. Provide GISc remote sensing and mobile application services. Provide development planning support. Provide Intergovernmental support and co-ordination. Coordinate Intergovernmental relations amongst relevant stakeholders. Coordinate provincial Spatial Planning and Land Use Management Services. Coordinate ad hoc engagements as required. Support spatial integration of plans and programmes.

ENQUIRIES : Ms A Matsila Tel No: (012) 312 8013
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho or by email to Post36@dlrrd.gov.za

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

OTHER POSTS

POST 17/50 : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 3/1/1/1/2026/35**
Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma (NQF level 6) / Degree qualification in Information Technology / Computer Science or related equivalent qualification. Minimum of 3 years' experience at junior management level in ICT environment relating to Local Area Network (LAN) and Wide Area Network (WAN), ICT servers and applications, Network and Hardware support. Job related knowledge: Government Systems Structure. A sound knowledge and understanding of the South African ICT landscape and operations. Technical expertise of ICT goods and services. ICT Acts and policies. Government

decision making processes. Internal control and risk management. Project management principles and tools. Understanding and management of information and formal reporting systems. Understanding and management of information and data security systems. Job related skills: Planning and organising skills. Interpersonal relations. Communication (verbal and written) skills. Analytical skills. Advanced computer literacy. Problem solving skills. Financial management. A valid driver's licence.

DUTIES : Provide Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal and business application systems. Report on the functionality of the systems. Monitor systems reconnections. Manage, assess and resolve network infrastructure connectivity (Switches, Routers and Access Points (AP's). Receive new user creation forms from users and submit for creation on departmental network. Provide feedback on new user creations. Process and submit user network terminations as received from Human Resource Management (HRM). Compile monthly Information Technology (IT) reports. Manage and maintain ICT servers and applications. Monitor and assess server environment and access control. Ensure server and connection issues are assessed and resolved satisfactorily. Report and manage escalation of server room issues for smooth resolutions. Facilitate, install and update of ICT Application, eg, Antivirus, etc. Scan and clean computers for viruses. Scan and remove unwanted / unapproved DLRRD applications. Setup, configure and connection of IT applications. Manage and monitor Network and Hardware support to business / users via ICT Call logging process. Attend and manage user workstation ICT logged calls (allocation, resolution, resolution update) in respect of hardware, software and network in context to the Service Level Agreement (SLA) timelines. Generate call management reports. Review and implement corrective actions on calls / processes. Participate in central ICT projects of rolling out new initiatives in departmental offices across the province. Conduct ICT business needs and equipment assessment report with related recommendations on resolutions / specification. Supervise and manage sub-Directorate. Manage the day-to-day operations of the IT unit. Manage staff subordinates work allocation and leave. Ensure that calls are resolved and closed within the stipulated SLA time frame. Manage Central National Office / Provincial ICT projects and provide project status updates.

ENQUIRIES : Ms P Ledwaba Tel No: (012) 337 3657
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 524 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001 or by email to Post35@dlrrd.gov.za

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

POST 17/51 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: 3/1/1/1/2026/37**
 Directorate: Human Resource Strategy Planning and Systems

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience working in a human resource environment. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation. Computer literacy language. Good communication (verbal and written) skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration system (PERSAL) according to delegations. (final authorisation should happen on a higher level preferably at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human

- resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms N Sebuthoma Tel No: (012) 312 9530
- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post37@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities.
- POST 17/52** : **SECRETARY REF NO: 3/1/1/1/2026/34**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R237 453 per annum (Level 05)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette, Sound organisational skills, Good people skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion.
- DUTIES** : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.
- ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657
- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 524 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001 or by email to Post34@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 08 June 2026
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-Entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** Deputy Director: Performance Information Management (Bloemfontein) with Recruit 2026/91 advertised in Public Service Vacancy Circular 11 dated 27 March 2026 is hereby withdrawn.

MANAGEMENT ECHELON

- POST 17/53** : **DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/147**
Asset Forfeiture Unit
- SALARY** : R1 266 714 per annum (Level 13), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Finance/Public Administration/Management or relevant equivalent qualification. Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government). At least five (5) years relevant experience at middle/senior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration. Knowledge and understanding of PFMA Act. Basic Conditions of Employment Act. Skills Development Act. Labour Relations Act. Ability to use PERSAL and BAS. General computer literacy skills and knowledge in programs such as MS Word, MS Excel, Ms outlook and MS PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
- DUTIES** : Manage Finance and Supply Chain. Manage Human Resources. Manage Information. Manage Security. Ensure the provision of general administration. Provide administrative leadership on the finances of the unit through developing the budget of the unit. Manage and monitor expenditure of the unit and report as required. Ensure compliance of the unit with financial management framework and applicable legislation and prescripts. Monitor suppliers/vendor to ensure the development of an HR plan for the unit in conjunction with the national HR plan. Manage and facilitation of skills development plan. Ensure the compliance with the performance management development system. Manage the provision of an effective HR administration (leave and recruitment). Ensure the co-ordination of Employment Equity Forum. Ensure effectiveness of document management system. Facilitate the development of annual operational plans and strategy for the unit. Ensure the overall compliance of the unit with all applicable legislation and policies. Ensure the implementation of information and knowledge management.
- ENQUIRIES** : Katlego Phiri Tel No: (012) 845 6713
APPLICATIONS : e mail: Recruit2026147@npa.gov.za

OTHER POSTS

- POST 17/54** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
National Prosecutions Services
- SALARY** : R1 563 183 per annum (Level 14), (total cost package)
CENTRE : DPP: Pietermaritzburg Ref No: Recruit 2026/204 (Re-advert)
DDPP: Middelburg Ref No: Recruit 2026/143
DDPP: Durban Ref No: Recruit 2026/144
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the Director of Public Prosecutions. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the

institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Pietermaritzburg & DDPP: Durban Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : DDPP: Middelburg Sello Dibakoane Tel No: (013) 045 0622
 : DPP: Pietermaritzburg e mail: Recruit2026204@npa.gov.za
 : DDPP: Middelburg e mail: Recruit2026143@npa.gov.za
 : DDPP: Durban e mail: Recruit2026144@npa.gov.za

POST 17/55 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/145**
 National Prosecutions Services

SALARY CENTRE REQUIREMENTS : R1 563 183 per annum (Level 14), (total cost package)
 : DPP: Pietermaritzburg (STU)
 : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS : Thabsile Radebe Tel No: (033) 392 8753
 : e mail: Recruit2026145@npa.gov.za

POST 17/56 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/146**
 Specialised Commercial Crime Unit

SALARY CENTRE : R1 563 183 per annum (Level 14), (total cost package)
 : Johannesburg (Palm Ridge)

- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the SCCU Regional Head and the DPP. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. To provide high level and well researched opinions and reports to the Regional Head of the SCCU. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES** : Charity Matika Tel No: (011) 220 4235
APPLICATIONS : e mail: Recruit2026146@npa.gov.za
- POST 17/57** : **SENIOR STATE ADVOCATE (TRC) REF NO: RECRUIT 2026/148**
National Prosecutions Service
Re-advert
- SALARY** : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players. Knowledge and experience on TRC matters will be an added advantage. A valid driver's licence.
- DUTIES** : Study the recommendations of the TRC (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non- governmental organisations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies,

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| | | legislation, and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyse and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA. |
| <u>ENQUIRIES</u> | : | Thabsile Radebe Tel No: (033) 392 8753 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2026148@npa.gov.za |
| <u>POST 17/58</u> | : | <u>SENIOR STATE ADVOCATE</u> National Prosecutions Service |
| <u>SALARY</u> | : | R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package) |
| <u>CENTRE</u> | : | DPP: Pietermaritzburg Ref No: Recruit 2026/149 (X4 Posts) (X3 Re-adverts) DPP: Makhanda (Grahamstown) Ref No: Recruit 2026/150 |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license. |
| <u>DUTIES</u> | : | Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored. |
| <u>ENQUIRIES</u> | : | DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 |
| <u>APPLICATIONS</u> | : | DPP: Makhanda (Grahamstown) Nomfuneko Ntapane Tel No: (046) 602 3000 DPP: Pietermaritzburg e mail: Recruit2026149@npa.gov.za DPP: Makhanda (Grahamstown) e mail: Recruit2026150@npa.gov.za |
| <u>POST 17/59</u> | : | <u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/151 (OCC)</u> National Prosecutions Services |
| <u>SALARY</u> | : | R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package) |
| <u>CENTRE</u> | : | DDPP: Durban |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Knowledge of the POCA legislation, willing to travel. Able to work extended hours. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. |
| <u>DUTIES</u> | : | Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. |

ENQUIRIES APPLICATIONS : Phiywayinkosi Nhlengethwa Tel No: (031) 334 5003
e mail: Recruit2026151@npa.gov.za

POST 17/60 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/152 (OCC)**
National Prosecutions Services

SALARY CENTRE REQUIREMENTS : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
: DPP: Cape Town
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets, decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Phyllis Lujabe Tel No: (021) 487 7144
: e mail: Recruit2026152@npa.gov.za

POST 17/61 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/153 (X2 POSTS)**
Specialised Commercial Crime Unit
Re-adverts

SALARY CENTRE REQUIREMENTS : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
: Kimberley
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: (043) 807 4539
: e mail: Recruit2026153@npa.gov.za

POST 17/62 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY CENTRE : R1 242 915 – R1 934 208 per annum (CM-1), (total cost package)
: CPP: George Ref No: Recruit 2026/154

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| | | CPP: Wynberg Ref No: Recruit 2026/155 CPP: Bellville (Malmesbury) Ref No: Recruit 2026/156 |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. |
| <u>DUTIES</u> | : | Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice. |
| <u>ENQUIRIES</u> | : | CPP: George & CPP: Wynberg Thuso Damane Tel No: (021) 487 7129 CPP: Bellville - (Malmesbury) Sonwabiso Mkwakwi Tel No: (021) 487 7234 |
| <u>APPLICATIONS</u> | : | CPP: George e mail: Recruit2026154@npa.gov.za CPP: Wynberg e mail: Recruit2026155@npa.gov.za CPP: Bellville (Malmesbury) e mail: Recruit2026156@npa.gov.za |
| <u>POST 17/63</u> | : | <u>SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2026/157</u> National Prosecution Service Re-advert. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package) DPP: Kimberley (Upington) |
| | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential. |
| <u>DUTIES</u> | : | Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, |

local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit2026157@npa.gov.za

POST 17/64 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2026/158**
 National Prosecution Service

SALARY : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
CENTRE : DPP: Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required. The incumbent may also, for a defined period or in an acting capacity, be assigned the responsibilities of a Senior Public Prosecutor at a particular court centre.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail: Recruit2026158@npa.gov.za

POST 17/65 : **SENIOR DIGITAL FORENSIC ANALYST REF NO: RECRUIT 2026/159**
Investigating Directorate Against Corruption
(Re-advert)

SALARY : R1 101 468 per annum (MMS Level 12), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) Advanced Diploma (NQF level 7) / B-tech qualification in policing, law, forensics, computer science, data and physical science; software engineering or equivalent. At least five(5) years' experience of which three (3) years should be in a junior level in criminal and/or forensic investigations environment in a legal/investigative or financial environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations specialised courses. Certification in either Cellebrite, FTK, Oxygen or any forensic tools. Experience in testifying on criminal matters in at least the Regional Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the criminal Procedure Act 51 of 1977, Investigation of common law offences as it pertains to fraud, forgery, uttering, theft, and offence involving dishonesty. Understanding of law of evidence in civil matters. Knowledge and experience of a wide range of computer/digital/devices/cellular phones, software/operating systems, Knowledge of database structures and configuration for formats such as SQL, SQLite, ESE, plist and MXL. Experience in at least EnCase, Cellebrite and XRY. Valid drivers' license.

DUTIES : Manage/ recover evidential data from computers, mobile devices, CCTV systems, servers, emails, cloud storage and other electronic devices with the standing Cyber Crime Act, and ISO17025 accredited investigative techniques. Manage the conducting of quality digital forensic examination in relation to all investigations on hand at IDAC within a multi-disciplinary project team approach. Manage the development, maintenance and implementation of policies, standards, procedures and guidelines on digital forensic and related matters. Provide operational leadership and guidance with regards to overall conducting of digital forensics, handling, and safekeeping of electronic devices. Manage the planning and implementation for expert services regarding digital forensic examination and research. Manage/compile investigation report. Ensure that appropriate security and access control of forensic tools, system and evidence are maintained at all times. Guide expert testimony in court relevant to the investigations. Testify on the data extracted from the devices. Manage and develop staff

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail: Recruit2026159@npa.gov.za

POST 17/66 : **DEPUTY CHIEF PROTECTOR REF NO: RECRUIT 2026/160**
Office of Witness Protection

SALARY : R1 101 468 per annum (MMS Level 12), (total cost package)
CENTRE : Gauteng (Johannesburg)
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Policing or equivalent. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and

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| | | Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence. |
| <u>DUTIES</u> | : | Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Ensure that operations are conducted in line with the OWP mandate. Ensure effective and efficient utilization of resources and good governance. Provide sound stakeholder relationships. |
| <u>ENQUIRIES</u> | : | MF Modisane Tel No: (012) 845 5604 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2026160@npa.gov.za |
| <u>POST 17/67</u> | : | <u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service |
| <u>SALARY</u> | : | R1 074 222 - R1 742 772 per annum (Level SU-3), (total cost package) |
| <u>CENTRE</u> | : | CPP: Ntuzuma (KwaDukuza) Ref No: Recruit 2026/161 CPP: George (Mossel Bay) Ref No: Recruit 2026/162 |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. A valid driver's license. |
| <u>DUTIES</u> | : | Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. |
| <u>ENQUIRIES</u> | : | CPP: Ntuzuma (KwaDukuza) Phiyayinkosi Nhlengethwa Tel No: (031) 334 5003 |
| <u>APPLICATIONS</u> | : | CPP: George (Mossel Bay) Thuso Damane Tel No: (021) 487 7129 CPP: Ntuzuma (KwaDukuza) e mail: Recruit2026161@npa.gov.za CPP: George (Mossel Bay) e mail: Recruit2026162@npa.gov.za |
| <u>POST 17/68</u> | : | <u>HEAD CONTROL PROSECUTOR 3 REF NO: RECRUIT 2026/168</u> National Prosecutions Service |
| <u>SALARY</u> | : | R1 074 222 - R1 742 772 per annum (Level SU- 3), (total cost package), (excluding benefits) |
| <u>CENTRE</u> | : | CPP: Mitchells Plain (Caledon) |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad |

Outlook ECMS system. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.

DUTIES : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court and Regional Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES APPLICATIONS : Thuso Damane Tel No: (021) 487 7129
: e mail: Recruit2026168@npa.gov.za

POST 17/69 : **STATE ADVOCATE REF NO: RECRUIT 2026/163**
Specialized Commercial Crime Unit

SALARY CENTRE REQUIREMENTS : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: DDPP: Durban
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigations; drafting charge sheets, indictments and court documents, dealing with representations. Well – developed skills in legal research and legal drafting. Interpersonal skills, Written and verbal communication skills. Administrative skills. Computer literacy and knowledge of programs in MS Office. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES APPLICATIONS : Bongjiwe Mlaba Tel No: (031) 335 6617
: e mail: Recruit2026163@npa.gov.za

POST 17/70 : **STATE ADVOCATE REF NO: RECRUIT 2026/164 (X4 POSTS)**
Specialised Commercial Crime Unit
(X3 Re-advert)

SALARY CENTRE REQUIREMENTS : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: Kimberley
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Persons in

- private practice must provide a certificate of good standing with the LPC. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail: Recruit2026164@npa.gov.za
- POST 17/71** : **STATE ADVOCATE REF NO: RECRUIT 2026/165 (X2 POSTS)**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: DPP: Makhanda (Grahamstown)
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Nomfuneko Ntapane Tel No: (046) 602 3000
: e mail: Recruit2026165@npa.gov.za
- POST 17/72** : **STATE ADVOCATE REF NO: RECRUIT 2026/166 (OCC)**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: DPP: Cape Town
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least six years' post qualification legal experience. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act

- (POCA) matters. Written and verbal communication skills. Ability to work independently. Valid driver's licence.
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Phyllis Lujabe Tel No: (021) 487 7281
: e mail: Recruit2026166@npa.gov.za
- POST 17/73** : **STATE ADVOCATE REF NO: RECRUIT 2026/167 (X2 POSTS)**
Investigating Directorate Against Corruption
- SALARY CENTRE REQUIREMENTS** : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: Pretoria: Head office
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years in legal practice will be an added advantage. Financial or accounting background an advantage. Experience in litigation offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
- DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prosecutor led investigations (PLI). Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.
- ENQUIRIES APPLICATIONS** : Matodzi Makhari Tel No: (012) 845 6012
: e mail: Recruit2026167@npa.gov.za
- POST 17/74** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: RECRUIT 2026/169**
Strategy, Operations and Compliance: ISM
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (total cost package)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Archives/Records Management/ Library and information Science or equivalent qualification. A minimum of three (3) years' experience in an Assistant Director level. Five (5) years' experience in the field of Electronics Records Management. Strong knowledge of the National Archives Act and Records

Management standards. Knowledge and understanding of legislative framework. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Willing to travel. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.

DUTIES : Advise, develop and implement the Departmental Records policy and procedures. Ensure that records are well managed and controlled in line with the requirements of the National Archives and Records Management policies. Report all additions and amendments on the File Plan to the National Archives. Liaise with the National Archives to get the File Plan approved. Provide administrative support on the handling of NPA records. Standardize records management sources throughout the organization. Manage records and storage components to determine retention periods of records. Develop, implement and maintain the overall records management service. Manage the provision of information sessions throughout the NPA on the correct use of registries in terms of the National Archives Act. Conduct physical periodical inspections and spot checks to ensure compliance. Manage the special auditing, quality assurance processes and requests. Manage human and other resources with the sub-directorate. Monitor staff performance, training and development. Identify and advise on effective Electronic Document and Records Management Systems (EDRMS) in support of the information management strategy. Compile monthly reports on regional performance.

ENQUIRIES : Nozuko Mdingi Tel No: (012) 845 6868
APPLICATIONS : e mail: Recruit2026169@npa.gov.za

POST 17/75 : **DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT**
REF NO: RECRUIT 2026/170
 Strategy Operations and Compliance: Strategy Management Office

SALARY : R932 292 per annum (Level 11), (total cost package)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : Advanced Diploma (NQF 7) / Bachelor's Degree (NQF 7) in management/social sciences or equivalent. Minimum three (3) years' experience in the strategic planning/performance monitoring or relevant experience. Certificate in Strategic Management / Monitoring and Evaluation or Operations Management from accredited institution will be an added advantage. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Knowledge of the applicable Legislative and Regulatory Framework (e.g Government Planning and Reporting Legislation and Cycle, Framework for Strategic Plans and Annual Performance Plans from the National Treasury 2010, Guideline for the preparation of the Annual Report). Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills. Willing to travel, able to work extended hours. A valid driver's license.

DUTIES : Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with

compliance requirements and best practice in the field of performance information management. Risk management.

ENQUIRIES : Sophy Seema Tel No: (012) 845 6303
APPLICATIONS : e mail: Recruit2026170@npa.gov.za

POST 17/76 : **DEPUTY DIRECTOR: SCM RISK AND PERFORMANCE MANAGEMENT**
REF NO: RECRUIT 2026/171
Strategy Operations and Compliance: Supply Chain Management

SALARY : R932 292 per annum (Level 11), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Advanced Diploma (NQF 7) / Bachelor's Degree (NQF 7) in management/social sciences or equivalent. Minimum of three (3) years SCM experience and minimum of two (2) year management experience. Sound knowledge of PFMA, PPPFA, Supply Chain Management Framework and all relevant SCM practice note and regulation Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Reliable, integrity, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours and under pressure. Excellent communication and administrative skills. Valid driver's license, strong organisational ad leadership skill, analysis and problem solving, report writing, able to plan and organise work. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point and understanding of the following system applications BAS and LOGIS. Able to draft submissions, Able to perform calculations and basic understanding of business finance. Managing the acquisition process independently and attending to general controls in the bidding process. Able to do performance management of staff, ability to offer direction and leadership to a team of staff.

DUTIES : SCM risk management. Prevention of fraud and SCM system abuse. Implement and review of relevant policies and procedures. Manage and undertake performance assessment of the value chain of SCM functions. Serve as appoint of contact between SCM Unit and Bid Committees. Manage the performance of staff in line with the Performance Management System and policies. Produce and submit monthly reports. Provide advisory support to all NPA business units on SCM matters. Provide advisory ad support to the Director and Chief Director. Manage supplier performance. Manage performance of SCM systems including transversal systems. Develop and manage operational plan for the sub-directorate

ENQUIRIES : Tebogo Sethabela Tel No: (012) 845 6014
APPLICATIONS : e mail: Recruit2026171@npa.gov.za

POST 17/77 : **HEAD CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (total cost package), (excluding benefits)
CENTRE : CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2026/172 (Re-advert)
CPP: George (Riversdale) Ref No: Recruit 2026/173
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-

alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : CPP: Pietermaritzburg (New Hanover) Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : CPP: George (Riversdale) Thuso Damane Tel No: (021) 487 7129
 CPP: Pietermaritzburg (New Hanover) e mail: Recruit2026172@npa.gov.za
 CPP: George (Riversdale) e mail: Recruit2026173@npa.gov.za

POST 17/78 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/174**
 National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (total cost package), (excluding benefits)

CENTRE REQUIREMENTS : CPP: Wynberg (Worcester)
 : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently. A valid driver's license.

DUTIES : Manage, train and give guidance to Prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

ENQUIRIES : Thuso Damane Tel No: (021) 487 7129
APPLICATIONS : e mail: Recruit2026174@npa.gov.za

POST 17/79 : **REGIONAL COURT PROSECUTOR**
 National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (total cost package), (excluding benefits)

CENTRE : CPP: Bellville Ref No: Recruit 2026/175
 CPP: Bellville (Blue Downs) Ref No: Recruit 2026/176 (X2 Posts)
 CPP: Mitchells Plain (Hermanus) Ref No: Recruit 2026/177
 CPP: Mitchells Plain (Somerset West) Ref No: Recruit 2026/178
 CPP: Cape Town (Goodwood) Ref No: Recruit 2026/179
 CPP: Empangeni Ref No: Recruit 2026/180
 CPP: Wynberg (Worcester) Ref No: Recruit 2026/181
 CPP: Bellville (Vredenburg) Ref No: Recruit 2026/182 (Re - advert)
 CPP George (Swellendam) Ref No: Recruit 2026/183
 CPP: Wynberg (Paarl) Ref No: Recruit 2026/184

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

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|--------------------------------------|---|--|
| <u>DUTIES</u> | : | Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. |
| <u>ENQUIRIES</u> | : | <p>CPP: Bellville; CPP: Bellville (Blue Downs); CPP: Mitchells Plain (Hermanus) & CPP: Mitchells Plain (Somerset West) & CPP: Bellville (Vredenburg) Sonwabo Mkwakwi Tel No: (021) 487 7234</p> <p>CPP: Cape Town (Goodwood) Phyllis Lujabe Tel No: (021) 487 7281</p> <p>CPP: Empangeni Thabsile Radebe Tel No: (033) 392 8753</p> <p>CPP: Wynberg (Worcester); CPP George (Swellendam) & CPP: Wynberg (Paarl) Thuso Damane Tel No: (021) 487 7129</p> |
| <u>APPLICATIONS</u> | : | <p>CPP: Bellville e-mail: Recruit2026175@npa.gov.za</p> <p>CPP: Bellville (Blue Downs) e-mail: Recruit2026176@npa.gov.za</p> <p>CPP: Mitchells Plain (Hermanus) e-mail: Recruit2026177@npa.gov.za</p> <p>CPP: Mitchells Plain (Somerset West) e-mail: Recruit2026178@npa.gov.za</p> <p>CPP: Cape Town (Goodwood) e-mail: Recruit2026179@npa.gov.za</p> <p>CPP: Empangeni e-mail: Recruit2026180@npa.gov.za</p> <p>CPP: Wynberg (Worcester) e-mail: Recruit2026181@npa.gov.za</p> <p>CPP: Bellville (Vredenburg) e-mail: Recruit2026182@npa.gov.za</p> <p>CPP George (Swellendam) e-mail: Recruit2026183@npa.gov.za</p> <p>CPP: Wynberg (Paarl) e-mail: Recruit2026184@npa.gov.za</p> |
| <u>POST 17/80</u> | : | <p><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/185</u></p> <p>National Prosecutions Service</p> |
| <u>SALARY</u> | : | R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (total cost package), (excluding benefits) |
| <u>CENTRE REQUIREMENTS</u> | : | DPP: Cape Town (OCC) |
| <u>DUTIES</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence. |
| <u>DUTIES</u> | : | Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Phyllis Lujabe Tel No: (021) 487 7281 |
| <u>APPLICATIONS</u> | : | e-mail: Recruit2026185@npa.gov.za |
| <u>POST 17/81</u> | : | <p><u>FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/186 (X2 POSTS)</u></p> <p>Investigative Directorate Against Corruption</p> |
| <u>SALARY</u> | : | R605 742 per annum (Level 10), (excluding benefits) |
| <u>CENTRE</u> | : | Pretoria Head Office |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree (NQF Level 7) or NQF level 6 recognised three (3) year Diploma, Advanced Certificate or equivalent in Forensic investigation, forensic Auditing, Criminal Investigation and Policing. Minimum of three years' experience financial investigation in a legal/investigative/financial environment in roles related to investigations, financial crime, financial analysis, forensic accounting or compliance. Vocational training in Forensic Investigation, Forensic Auditing, Law or any other specialized financial investigation courses. Demonstrable competency in acting Independently, Professionally, |

Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.

DUTIES : Conduct case planning. Conduct financial investigation. Execute special operations in line with the provisions of relevant legislation. Attend to stakeholder engagement in relation to financial investigations. Provide administrative support with regard to case management.

ENQUIRIES : Naledi Modise Tel No: (012) 845 7738
APPLICATIONS : e mail: Recruit2026186@npa.gov.za

POST 17/82 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/187**
Office of the National Director of Public Prosecutions

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Public Administration/ Business Management or equivalent. Minimum of at least Three (3) years Supervisory experience in Administration within the executive office. Proven experience in drafting high-level memoranda, official correspondence and submissions for executive authorities including Ministers' offices and/or the Presidency. Extensive knowledge of NPA Act, PSA Act and Regulations, PFMA and Treasury regulations and prescripts. Excellent written and verbal communication skills, innovative and proactive. Able to work under pressure. Able to work extensive hours. Decisive under pressure and solution orientation. Ability to meet strict deadlines. Strong organisation and management skills. Reliable, organized and able to work in a team. Extensive computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.

DUTIES : Provide administration functions within the office of the NDPP. Render an office support and administration function, filing system and pending system with a task list. Make travel arrangements as and when required. Manage incoming and outgoing correspondence and ensure correct security processes are followed. Prepare documentation (letters, memos etc) as and when required. Ensure prompt completion of tasks for the office of the NDPP. Ensure that finance and supply chain services are administered. Manage performance management. Ensure that human resources management services are administered. Provide general administration services. Supervise staff.

ENQUIRIES : Muzikayifani Madhlala Tel No: (012) 845 6265
APPLICATIONS : e mail: Recruit2026187@npa.gov.za

POST 17/83 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/188**
National Prosecutions Service

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Vaal Rand (Benoni)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.

DUTIES : Provide high quality administrative support to the office of Senior Prosecutor/District Court Control Prosecutor. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources functions of the subcluster. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide administrative support to SPP and Prosecutor in the cluster and provide

logistical services thereof. Receive correspondence dockets for the section. Collect information for civil matters addressed to the unit/group. Do pends for docket ad collect them. Liaise with the public/SAPS members and other justice stakeholders. Collate and capture statistics, reports and submit to Chief prosecutors' office.

ENQUIRIES : Motshabi Malabi Tel No: (012) 351 6864
APPLICATIONS : e mail: Recruit2026188@npa.gov.za

POST 17/84 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/189**
National Prosecutions Service

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: East London
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.

DUTIES : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Provide administrative duties to the office and the unit. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g responsible for workflow and document tracking in the office. Type and forward correspondence to the Advocates, Prosecutors and other stakeholders in the institution. Liaise with corporate services with regards to all matters pertaining to the administrative functioning of the office. Provide high level administrative support to the legal staff, pertaining to logistical and data capturing.

ENQUIRIES : Mawande Ntsondwa Tel No: (040) 608 6800
APPLICATIONS : e mail: Recruit2026189@npa.gov.za

POST 17/85 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/190**
Strategy Operations and Compliance: Supply Chain Management

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification Sound knowledge of the PFMA, Treasury Regulations and supply chain management. Able to work extended hours where necessary. Excellent communication and administrative skills Computer literacy in Ms Excel, Word (Intermediate) and Outlook. Good written and verbal communications skills. Able to work under pressure. Be reliable, tolerant and determined.

DUTIES : Place orders for goods and services. Capture, approve and authorize requests on the LOGIS system. Liaise with business units and service providers regarding purchase orders. Update request status on the tracking system. Prepare monthly reports for processed requests and issued orders.

ENQUIRIES : John Solomon Tel No: (012) 845 6770
APPLICATIONS : e mail: Recruit2026190@npa.gov.za

POST 17/86 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/191**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.

DUTIES : Provide high level administration support to the office. Keep and maintain the incoming and outgoing documents register for the component. Provide supply chain clerical support services within the component. Provide personnel administrative clerical support services within the office. Handle routine enquiries, keep and maintain the filing system for the component. Provide

financial administration support in the office. Liaise with internal and external stakeholders.

ENQUIRIES : Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : e mail: Recruit2026191@npa.gov.za

POST 17/87 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/192**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Bellville (Vredendal)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries Draft correspondence to members of the public, other organizations and State Departments. Liaise with corporate services with regards to all matters pertaining to the administrative functioning of the office. Provide general administrative support to the legal staff. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving; dispatching documents. Perform any other duties as deemed necessary by the supervisor/ manager.

ENQUIRIES : Sonwabo Mkwakwi Tel No: (021) 487 7234
APPLICATIONS : e mail: Recruit2026192@npa.gov.za

POST 17/88 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/193**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.

DUTIES : Booking and allocating of fleet vehicles. Conduct vehicle inspection with drivers at issue and return of fleet vehicles. Maintaining accurate records of usage, mileage and fuel. Co-ordinate maintenance/service bookings for fleet vehicles. Liaise with customers and service providers. Ensure efficient record keeping of fleet vehicle files, trip authorities, logbooks, maintenance schedules, vehicles registration documents, copies of drivers' licences and expiry dates. Conduct asset verification when required. Verifying monthly vehicle usage and fuel reports. Checking tracker reports against trip authorities.

ENQUIRIES : Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : e mail: Recruit2026193@npa.gov.za

POST 17/89 : **ADMINISTRATIVE CLERK**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Pietermaritzburg Ref No: Recruit 2026/194 (X2 Posts)
CPP: Durban Ref No: Recruit 2026/195 (X3 Posts)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good people skills. Strong interpersonal and communication skills. Ability to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

DUTIES : Generate reports from the ECMS for statistical purposes. Receive and allocate statistics. Update court statistics registers on daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw ECMS for submission to

supervisors and/or relevant NPA officials (CPP, DPP or National Office) for monthly statistics. Conduct date verification i.e statistics verification. Update electronic case register as and when additional data becomes available. Communicate with Prosecutors in respect of matters dealt with. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Register incoming dockets and scanning thereof, capturing new cases on the Electronic Case Management System (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutors. Make of photocopies of charge sheets in finalised cases. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify the dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind them of court dates, consultations and provide complainants with outcomes of cases. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested parties.

ENQUIRIES : CPP: Pietermaritzburg & CPP: Durban Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : CPP: Pietermaritzburg e mail: Recruit2026194@npa.gov.za
 CPP: Durban e mail: Recruit2026195@npa.gov.za

POST 17/90 : **ADMINISTRATIVE CLERK (ECMS)**
 National Prosecutions Service

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Cape Town (Bellville) Ref No: Recruit 2026/196 (X2 Posts)
 CPP: Cape Town Ref No: Recruit 2026/197 (X3 Posts)
 CPP: Cape Town (Goodwood) Ref No: Recruit 2026/198
 CPP: Cape Town (Mitchells Plain) Ref No: Recruit 2026/199
 CPP: Cape Town (Khayelitsha) Ref No: Recruit 2026/200
 CPP: Cape Town (Wynberg) Ref No: Recruit 2026/201

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Repost writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Register incoming dockets and scanning thereof. Communicate with Prosecutors in respect of matters dealt with Generate reports from ECMS for statistical purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Provide case administration and document management. Capturing new cases on the electronic case management system (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutions. Make photocopies of charge sheets in finalised cases. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Receive and collate statistics. Update court statistics registers on a daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw reports from ECMS for submission to Supervisors for monthly reporting. Conduct data verification, i.e., statistics verification. Update electronic case register as and when additional data becomes available. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind of court dates consultations and provide complainants with outcomes of cases. Prepare and maintain files. Release appropriate documents to any other interested party. Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Perform any other duties as deemed necessary by supervisor/manager.

ENQUIRIES : CPP: Cape Town (Bellville); CPP: Cape Town; CPP: Cape Town (Goodwood);
 CPP: Cape Town (Mitchells Plain); CPP: Cape Town (Khayelitsha) & CPP:
 Cape Town (Wynberg) Sonwabiso Mkwakwi Tel No: (021) 487 7234.

APPLICATIONS : CPP: Cape Town (Bellville) e mail: Recruit2026196@npa.gov.za

CPP: Cape Town e mail: Recruit2026197@npa.gov.za
 CPP: Cape Town (Goodwood) e mail: Recruit2026198@npa.gov.za
 CPP: Cape Town (Mitchells Plain) e mail: Recruit2026199@npa.gov.za
 CPP: Cape Town (Khayelitsha) e mail: Recruit2026200@npa.gov.za
 CPP: Cape Town (Wynberg) e mail: Recruit2026201@npa.gov.za

- POST 17/91** : **FINANCE CLERK REF NO: RECRUIT 2026/202**
 National Prosecutions Services
- SALARY** : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Bhisho
REQUIREMENTS : Grade 12 or equivalent qualification preferable finance/financial management field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cell phone and S&T. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Client orientation and customer focus. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
- DUTIES** : Process payments of service providers for the unit. Provide support to Finance Section in the department. Manage payment register. Check the correctness of invoices and claims submitted and send to the Director Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adherent to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers. Compile monthly recons and other reports. Make sure that all processed payments batches are properly filed. Attend to all payment section related queries.
- ENQUIRIES** : Mawande Ntsondwa Tel No: (040) 608 6800
APPLICATIONS : e mail: Recruit2026202@npa.gov.za
- POST 17/92** : **CLEANER REF NO: RECRUIT 2026/203**
 Office for the Witness Protection
- SALARY** : R144 024 per annum (Level 02), (excluding benefits)
CENTRE : Mpumalanga (Witbank)
REQUIREMENTS : ABET level 3 or standard 8 or Grade 10 or equivalent qualifications. Grade 12 will serve as an advantage. Two (2) experience as a cleaner. Ability to work in a team and maintain good interpersonal relationships. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. Knowledge of Batho Pele Principles. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.
- DUTIES** : Cleaning of office. Cleaning of POS. Resource management and good governance. Perform general assistant office work.
- ENQUIRIES** : S Davids Tel No: (012) 845 6616
APPLICATIONS : e mail: Recruit2026203@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

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

KwaZulu-Natal Provincial Service Centre: Durban: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

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

CLOSING DATE

: 05 June 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 considered. 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 17/93** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2026/30/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Cape Town
- Applicants should be in possession of a three (3) year National Diploma in Public Administration/ Management or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. Three (3) to five (5) years relevant experience in Office or District Court administration, one (1) to two (2) years supervisory experience, a valid driver's licence will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements Knowledge and skills: Knowledge of the PFMA, DFI, BAS & JYP. Knowledge of Human Resource Management, Finance, Asset and Risk Management. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good people management/ interpersonal skills, excellent communication skills (written and verbal), sound leadership and management skill, exceptional report writing skills, Be self-motivated, attention to detail, commitment and Integrity, problem solving and maintaining discipline.
- DUTIES** : Manage and co-ordinate human resources and financial resources within the office: Co-ordinate and manage the risk and security within the court; Manage the facilities, assets, physical resources, information and communication related to the office/ court; Be on the local procurement panels for procurement of goods and services/ assets; General supervision of the administrative staff; Implement formal and informal discipline; Compile and analyse statistics to show performances and trends; Draft and submit memoranda and reports; Implement departmental pre-scripts and policies; Must conduct themselves with the highest professional and ethical standards expected of a court official; Must adhere strictly to established communication protocols; Perform any other duties required to ensure the smooth running of the office/ court; Perform any other duties as directed by management.
- ENQUIRIES** : Technical Related Enquiries: Ms RM David Tel No: (021) 469 4028/29
HR Related Enquiries: Mr SD Hlongwane Tel No (021) 469 4029
- APPLICATIONS NOTE** : Applications can be sent via email to 2026/30/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/94** : **PRINCIPAL LIBRARIAN REF NO: 2026/31/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
- Applicants should be in possession of a National Diploma / Degree in Library Science or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years of experience in Library Service, Information Systems and general administrative. Knowledge of

Library and Information Science matters, Prescripts and Legislations, procedures and processes and Library Services. Experience within court environment and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Planning, organising and control skills, good written and oral communication skills, problem solving and decision-making skills, customer Service, interpersonal skills, information technology, ability to work under pressure, language proficiency, conflict management and supervisory skills.

DUTIES : Render an effective and efficient Library and Information services to the users of the library, manage the Library and Information systems, assist with book selection for the library and Chambers, classify and catalogue the Western Cape Division of the High Court's Library material. render a reference and information service for the Western Cape Division of the High Court's Library, monitor the Library budget and give inputs to the library budget, market and promote the Library Services, perform administration and supervisory services, perform any other court-related work required to improve the efficiency of the Western Cape Division of the High Court and perform asset management services i.r.o. the library books in the High Court.

ENQUIRIES : Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4029

APPLICATIONS : Applications can be sent via email to 2026/31/OCJ@judiciary.org.za

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

POST 17/95 : **PRINCIPAL LIBRARIAN REF NO: 2026/32/OCJ**

SALARY : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu Natal Local Division of The High Court: Durban

REQUIREMENTS : Applicants should be in possession of a three (3) year National Diploma / Degree in Library Science and information science studies or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years of experience in Library Service and Information Systems. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge and experience of legal library environment as well as comparative research and international legal matters in South African as well as comparative and international legal matters, computer Literacy (MS Office, Power point, Outlook, Word, excel & Internet), report writing skills, research and planning skills, excellent communication skills (written and verbal), Interpersonal Relations and knowledge of Library OPAC systems.

DUTIES : Monitor the collection, cataloguing and publications of Library materials within the Court, Identify and select the relevant material to be procured at Court Library in accordance with library policies and guidelines, assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals, apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of Library material and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders, facilitate the submission of standing orders for the court, monitor the rendering of library and Information Services to Judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep updates on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools, and online subscriptions, facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation handed down judgments both pdf and word version to Publishers and external stakeholders on request, ensure the circulation of finalised Judgments of interest to other Judges. Upload Monitor the usage of library information resources both hard copies, provide reference assistance and library awareness within the Court, provide reference

assistance to judges, lawyers, court staff, and the public, provide support with legal research, citation verification, and locating relevant legal precedents, conduct training sessions for legal professionals on effective legal research methods and the use of legal database, keep legal professionals informed about recent developments in the law through newsletters, alerts, and other current awareness services, advocate for the importance of the library within the court system and promote awareness of its resources and services, coordinate and monitor effective Library Administration, coordinate Library Services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for Judges, Judges Secretaries, Registrars. and Law Researchers, monitor quarterly Budget allocations for the Library, coordinate and monitor the procurement process with Supply Chain Management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved Library publications for donations, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

- ENQUIRIES** : Technical Related Enquiries: Mrs K Marais Tel No: (031) 492 4699
 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- APPLICATIONS** : Applications can be sent via email to 2026/32/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/96** : **PRINCIPAL COURT INTERPRETER REF NO: 2026/33/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Applicants should be in possession of a three (3) years National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in court interpreting or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Two (2) years supervisory experience, Proficiency in English and Afrikaans and /or IsiXhosa, a valid driver's licence will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Oral and written languages proficiency testing skills, excellent communication skills, time management, computer literacy, analytic thinking, good interpersonal skills, problem solving, planning and organizing, confidentiality, ability to work under pressure, art of interpreting and supervising the Language Section.
- DUTIES** : Render interpreting services in the High Court & Labour Court in high profile matters and quasi-judicial proceedings: Interpret in complex cases, interpret in criminal Labour Court matters, interpret in conciliation and arbitration disciplinary hearings, interpret civil in confessions, Interpret pre-trial proceedings and consultations for the DPP. Control, supervise and attend to personnel administrative aspects for interpreter component: Provide mentoring and coaching to junior/ Senior Court interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, control leave of Senior Court Interpreters and submit Court hour registers, quarterly submit probation reports, translate Legal documents and exhibits for the Judiciary, assist with reconstruction of court proceeding records, procure foreign language interpreters and causals in line with PFMA and the relevant policy, report statistical information to the Chief Registrar or Court Manager, develop terminology, coin words, perform specific line and administrative support functions to the Judiciary, Database development, provide terms and their respective meanings in the glossary register, Supervise and develop staff, provide effective people management, provide practical training for staff and develop, implement and monitor work systems and processes to ensure

- efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.
- ENQUIRIES** : Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4029
- APPLICATIONS** : Applications can be sent via email to 2026/33/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/97** : **JUDGE'S SECRETARY REF NO: 2026/34/OCJ (X2 POSTS)**
- SALARY** : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu Natal Division of The High Court: Durban
- REQUIREMENTS** : Applicants should be in possession of a Grade twelve (12) certificate. An LLB Degree, Bachelor of Law or a minimum of 20 modules completed towards an LLB or BA Law will serve as an added advantage. A minimum of one (01) year legal secretarial experience. To pass a typing test. Experience in a Legal/ Court environment and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Good communication skills (verbal and written), administration and organizational skills, exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to detail, customer service skills, excellent typing skills including Dictaphone typing, confidentiality and time management, computer literacy (MS Word) and research capabilities.
- DUTIES** : Render Secretarial support to the Judiciary, diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in Court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, provide support functions to Civil, Criminal and review matters/Courts and case allocations in chambers, collect the files before the commencement of a Criminal matter from the Registrar's office at the criminal section, keep updating the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Arguments from various stakeholders are available to the Judge as per the filing that was done, provide support functions to civil / criminal courts, administer the correct Oath ID or declaration in court when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the Court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, provide general administrative support to the Judiciary, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.
- ENQUIRIES** : Technical Related Enquiries: Ms K Marais Tel No: (031) 492 4699
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
- APPLICATIONS** : Applications can be sent via email to 2026/34/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

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| <u>POST 17/98</u> | : | <u>JUDGE'S SECRETARY REF NO: 2026/35/OCJ</u> (12 Months Contract) |
| <u>SALARY</u> | : | R338 106 - R398 277 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Gauteng Division of The High Court: Pretoria |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of a Grade twelve (12) certificate. A minimum of one (01) year secretarial experience. A minimum of 20 modules completed towards an LLB, BA/BCOM Law. LLB Degree/ Bachelor of Laws and a valid driver's license will serve as an added advantage. Candidate/s to pass a typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. |
| <u>DUTIES</u> | : | To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaves in the Judge's library are attended to. |
| <u>ENQUIRIES</u> | : | Technical Related Enquiries: Ms M Campbell Tel No (012) 492 6799 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email to 2026/35/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with Employment Equity goals. |

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| <u>POST 17/99</u> | : | <u>REGISTRAR'S CLERK REF NO: 2026/36/OCJ</u> |
| <u>SALARY</u> | : | R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Labour and Labour Appeals Court: Durban Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience required. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of Filing system, Mail procedure manual, Promotion of Access to Information Act and National Archives. Batho Pele Principles, Computer Literacy skills (Microsoft Office), and communication skills. Numeracy skills, interpersonal skills, problem solving and analysis skills, time management skills and, administrative skills. |
| <u>DUTIES</u> | : | Perform clerical and administrative work within the Court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney; update the file of return service/s proof services, handle court's request files, retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematical recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties, monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously, safe-keep and dispose of case records. |
| <u>ENQUIRIES</u> | : | Technical Related Enquiries: Mr SI Cele Tel No: (031) 492 6207 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723 |
| <u>APPLICATIONS NOTE</u> | : | Applications can be sent via email to 2026/36/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 17/100</u> | : | <u>REGISTRAR'S CLERK REF NO: 2026/37/OCJ (X3 POSTS)</u> |
| <u>SALARY</u> | : | R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Western Cape Division of The High Court: Cape Town Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience required. An LLB/ B Com Law/ BA Law/ Paralegal qualification, experience in general legal administration, one (1) year administration experience preferably in a court environment and valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service, knowledge of document management and filing. |
| <u>DUTIES</u> | : | Assist with the management and control of Court Records, filling and issuing of civil processes and criminal matter, processing of reviews and appeals, compilation of statistics, attend and oversee to general public enquiries/ correspondence, Court online related duties, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Chief Registrar. |
| <u>ENQUIRIES</u> | : | Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email to 2026/37/OCJ@judiciary.org.za |

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/101** : **TYPIST REF NO: 2026/38/OCJ**
- SALARY** : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
Applicants should be in possession of a Grade 12 or equivalent qualification as recognised by SAQA. No experience is required. Legal / court experience will serve as an advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of legal terminology, court procedures, rules and court environment, counter services, filing system, understanding of legislation governing the Public Service (Batho Pele & PSR), knowledge of the Batho Pele Principles, computer literacy (Microsoft Office), typing skills (speed 35 words per minute), good communication skills (written and verbal), good interpersonal relations, planning and organization skills, problem-solving skills, accuracy and attention to detail, ability to work under pressure, good time keeping and telephone etiquette.
- DUTIES** : Type court orders, court documents and reports, type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports, type Rule 6(12) orders and make available in terms of the rule, type notices, sort and distribute incoming and outgoing files, compile term roll, weekly roll and un/opposed motion rolls and maintain registers, draft term rolls for each court term in line with the Gazetted terms, type supplementary rolls, compile and submit relevant orders to relevant stakeholders.
- ENQUIRIES** : Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email at 2026/38/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goal.
- POST 17/102** : **SECURITY OFFICER REF NO: 2026/39/OCJ**
- SALARY** : R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Local Division of The High Court: Durban
Applicants should be in possession of a grade 10 (ABET level 3) or equivalent qualification as recognised by SAQA. Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry is required. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of access to Public Premises and Vehicle Act and other security related legislations, knowledge of access control procedures, knowledge of control and movement of equipment and stores, knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents, knowledge on the relevant emergency procedures, Batho Pele Principles, interpersonal skills, client service skills, listening skills, problem solving skills, decision making skills, good communication skills, computer skills and facilitating skills.
- DUTIES** : Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/premises, report all the identified security breaches and non-compliance to the Supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised, inspect

vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system, ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.

ENQUIRIES

: Technical Related Enquiries: Ms K Marias Tel No: (031) 492 5502

HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

: Applications can be sent via email at 2026/39/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with Employment Equity goal.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representivity (race, gender and disability) in the Public Service through filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Acting Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 05 June 2026; 15h30
- NOTE** : Applications must consist of a) A fully completed and signed PDF Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies). b) A recent comprehensive PDF CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct personnel suitability checks on recommended candidates. Correspondence will be limited to shortlisted candidates only, thus, if you have not been contacted within 3 months from the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be considered and the OPSC will not be held liable. 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. Following the interview and technical exercise on SMS posts, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate (Nyukela) obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid. All shortlisted candidates must avail themselves on the date and time determined by the OPSC. The OPSC reserves the right to fill or not fill any vacant post.

OTHER POST

- POST 17/103** : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: ASD: SS/05/2026**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R487 197 per annum (Level 09)
- CENTRE** : Public Service Commission National Office, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree, B. Tech/ Advanced Diploma (NQF 7) in the field of Security Management. Must be in a possession of Grade A PSIRA certificate. Completion of SSA Security Advisory Course will be an added advantage. 3-5 years' supervisory experience as Senior Security Officer. Must have Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and writing skills. Problem solving and organising ability. Good interpersonal skills. Must be assertive, trustworthy, ethical and professional. Must be self-driven, creative, results-oriented and meticulous. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have knowledge of Security prescripts, procedures and Security technologies. An understanding of the

Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).

DUTIES

: Administration of personnel, documents, communication, information and physical security. Develop and maintain a security awareness programme. Conduct Security Threats and Risk Assessments. Forge relations with external security Agencies and other organs of state. Develop, implement and review Security Policies. Responsible for People Management.

ENQUIRIES

: Mr Zola Tshatshelo Tel No: (012) 352 1106

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



CLOSING DATE : 08 June 2026

NOTE : Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 17/104 : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: DPSA 04/2026**

SALARY : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria

REQUIREMENTS : A minimum qualification at NQF level 7 in Law/ Bachelor of Laws (LLB), or a Bachelor of Procurations (B Proc). Admitted as an attorney or an Advocate. Minimum of five (5) years' experience at a senior management level. Ten (10) years' experience in Legal Services environment with specific focus on drafting and processing of legislation, litigation and provision of legal advice and opinions. Sound Knowledge of (1) the Constitution of the Republic of South Africa, (2) the constitutional and legislative mandates of the Minister for the Public Service and Administration, (3) all other legislation related to public service and administration. Managerial Skills: Strategic management, Human resources management, Financial management, Risk management and Stakeholder management. Competencies: Decision making, leadership, communication, problem solving and emotional intelligence.

DUTIES : Manage the process of drafting Public Administration legislation. Manage the review of legislation administered by the Minister for the Public Service and Administration of Public Administration Manage the provision of legal advisory

services to the Executive Authority, the department and external stakeholders. Manage the provision of litigation services. Perform duties of a Deputy Information Officer. Ensure the department's compliance with the PAJA, POPIA and PAIA and other relevant legislation. Manage the operations, human and financial resources of the Chief Directorate. Attend all departmental and any other meetings as directed. Represent the department in intra-departmental, inter-departmental and other committees or work streams on legal matters.

ENQUIRIES : Ms. Linda Dlodla Tel No: (012) 336 1282
APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert042026@dpsa.gov.za

POST 17/105 : **CHIEF DIRECTOR: OPERATIONS MANAGEMENT REF NO: DPSA 05/2026**

SALARY : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF level 7 in Public Management/ Administration/Public Management/Business Administration/Management Services/ Industrial and Organisational Psychology/ Industrial Psychology/ Operations/ Production Management. Minimum of 5 years at a senior management level. Minimum of 10 years' appropriate experience in Operations Management environment. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework (PSA), Government Programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, Sound understanding of operations management. Managerial Skills: Decision Making, written and verbal communication, Stakeholder Management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, financial management, Confidentiality, Human Resource Management, Research, Change management, Project and program. Technical Skills: Understanding of Operations Strategy and Design, Understanding of KHAEDU, Understanding of Organisational Functionality Assessment, Understanding of Productivity Measurements, Understanding of Service Delivery Mechanisms and Understanding of Business Process Management and Modernisation. Generic Skills: Problem Solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy, Conflict management and Teamwork.

DUTIES : Manage and ensure the development and implementation of policies, norms and standards, processes systems for Operations Strategy and Design. Monitor and report on compliance by national and provincial departments with the Operations Strategy and Design building blocks. Conduct evaluation and impact studies as required. Manage and ensure the development and implementation of policies, norms and standards, processes systems for Service Delivery Mechanisms. Manage and ensure the development and implementation of policies, norms and standards, processes systems for Productivity and Capability Measurements. Manage and ensure the development and implementation of policies, norms and standards, processes systems on Institutional Assessments. Provide information, advice and support to the MPSA, Cabinet, Portfolio Committee and internal and external stakeholders. Manage all the operations, systems and processes of the Chief Directorate.

ENQUIRIES : Dr. Patrick Sokhela Tel No: (012) 336 1280.
APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert052026@dpsa.gov.za

POST 17/106 : **CHIEF DIRECTOR: SERVICE DELIVERY IMPROVEMENT, CITIZEN RELATIONS AND PUBLIC PARTICIPATION REF NO: DPSA 06/2026**

SALARY : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE REQUIREMENTS : Pretoria.
: A minimum qualification at NQF level 7 in Public Administration/ Public Management/ Business Studies or related qualification. Minimum of 5 years at a senior management level. Minimum of 10 years' appropriate experience at management level in Service Delivery environment. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework, Government Programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government and Sound understanding of operations management. Managerial Skills: Decision Making, written and verbal communication, Stakeholder Management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, financial management, Human Resource Management, Research, Change management, Project and program. Technical Skills: Change management theory and practice, Citizen relations theory and practice, Public Participation and Intergovernmental Relations. Generic Skills: Problem Solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy, Conflict management and Teamwork.

DUTIES : Manage and ensure the development of Citizen Relations and Public Participation. Manage and ensure the development of prescripts for Service Delivery Improvement and Assessment. Technical advice, support and capacity building provided to support implementation by national and provincial departments. Manage and ensure development of Prescripts for Batho Pele and Change Management. Manage all the operations, systems and process of the Chief Directorate. Information advice and support provided to the MPSA, Cabinet, Parliament and other internal and external shareholders. Participate in transverse task/projects teams and work groups as required or nominated.

ENQUIRIES APPLICATIONS : Dr. Patrick Sokhela Tel No: (012) 336 1280
: Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert062026@dpsa.gov.za

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.



- APPLICATIONS** : Head Office (Pretoria): The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 05 June 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 amendments for posts advertised in Public Service Vacancy Circular 16 dated 15 May 2026, with a closing date of 05 June 2026: The post of Supply Chain Management Clerk with Ref No: 2026/218, for Pretoria Regional Office is (Ring-fenced for persons with disabilities). The post of Senior Internal Auditor with Ref No: 2026/202A, for Johannesburg Regional Office is two (X2) posts. The post of Administrative Officer: Provisioning with Ref No: 2026/209D, for Johannesburg Regional Office omitted the email address and enquiry person. The correct Email address and Enquiry person is: RecruitJHB26-21@dpw.gov.za, Enquiries: Mr Vusi Msimango Tel No: (011) 713 6251. The post of Administrative Officer: Provisioning with Ref No: 2026/209B, for Cape Town Regional Office has been withdrawn.

OTHER POSTS

POST 17/107 : **DEPUTY DIRECTOR: SYSTEM ANALYST REF NO: 2026/231**

SALARY : R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Information Technology or related field of study. Relevant years of experience at an experience at a Junior Management/ Assistant Director equivalent level in the relevant field. Knowledge: Project Management, Information Technology policies and standards, Business process modelling, Contract Management, System development life cycle, Networks Infrastructure management, Information Technology Audit and Governance, Procurement processes, Computer systems analysis, System administration, Compilation of management reports. Skills: Ability to work independently, Ability to operate computer on hardware and software, Problem solving, Training, Conflict management, Strategic planning, Facilitation, Research. Personal Attributes: Value orientated, Ability to work under pressure, Good interpersonal relationship, Willing to learn new technologies, Verbal and written communication, Ability to work in a team, Resourceful, Creative, Team player, Ability to communicate at all levels, Trustworthy, Assertive, Hard-working, Self-motivated. Willing to adapt work schedule. Security clearance.

DUTIES : Perform research on ICT systems: Analyse new technologies to determine their usefulness to the Department. Analyse the costs and benefits of implementing new systems. Interface with users to track additional requirements and features. Analyse risk and come up with mitigation plans. Recommend useful ICT systems for Department. Develop process and procedures in alignment with applicable prescripts and ensure compliance thereof. Manage the gathering and analysis of business requirements and process mapping: Consult with clients to identify their business requirements. Review business requirement documents. Perform technical interpretation of business requirements and develop technical design documents. Formulate flow charts illustrating steps and logical operational procedures. Determine the suitable solutions and budget requirements. Check if there are existing possible solutions within the Department. Liaise with developers for new solutions. Ensure constant feedback to business unit. Evaluate the existing ICT systems to assess their suitability for the Department's needs: Conducting regular reviews of systems. Analyse and define system problems. Recommend necessary upgrades and maintenance. Generate reports on efficiencies and improvement areas. Oversee systems' modifications, including encoding, testing, debugging, and installation of equipment to support application systems when necessary. Liaise with computer audits unit for system audits. Monitor service level agreements. Manage the Sub-directorate: Manage performance and development of subordinates. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Mr BS Zwane Tel No: (012) 406 1578

APPLICATIONS : For Head Office: email to: Recruitment26-44@dpw.gov.za

POST 17/108 : **ASSISTANT DIRECTOR: ANALYST DEVELOPER REF NO: 2026/232**

SALARY : R487 197 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Computer Science, Informatics, Information Technology or Related fields. Extensive relevant experience on System Analysis, System Development and Software Testing. Database knowledge of Oracle, MS SQL and MySQL. Desirable knowledge and understanding of two or more of the following programming languages are required: C/C++, Visual Basic, C#, Java, XML, Angular and any BI reporting tool. Knowledge of Business Process principle, practices, technique and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Ability to create, compose and edit written materials. Knowledge of change management. Performance management. Ability to manipulate and analyse information to support decision making. Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture. Risk Analysis. Service Delivery. Quality Assurance and Innovative. Planning and organizing. Conduct JAD sessions. Good verbal and written communication. Ability to communicate at all levels. Creative and Independent person. A valid driver's licence.

DUTIES : Organise and manage the activities of the Sub-Directorate. Ensure Information Technology Governance in the Public Sector through service level agreement (SLA's). Develop, maintain and implement policies and strategies pertaining to business processes and systems. Provide operational leadership with regard to business processes and systems. Provide advice on the interpretation and application of the Department's strategy on business processes and systems. Prepare, communicate and share the system requirements and technical specification to the necessary audiences e.g. testers, developers, business analysts, infrastructure, production support teams to enhance or develop new systems/applications. Design the solution. Develop and write programmes. Perform quality assurance on business systems by preparing software testing documentation and execution test cases. Maintenance and support of the developed solution. Promote the utilisation of technology as key enablers for service delivery and transformation. Supervise and Develop staff.

ENQUIRIES : Mr BS Zwane Tel No: (012) 406 1578

APPLICATIONS : For Head Office: email to: Recruitment26-45@dpw.gov.za

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** : 08 June 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 17/109** : **DEPUTY DIRECTOR: PUBLIC ENTITY PERFORMANCE MONITORING & REPORTING REF NO: ODG 073**
Overview: To coordinate and facilitate the process of developing entities' annual performance plans, business plans and performance monitoring and reporting.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: Mandatory Minimum Requirements: A qualification at NQF level 7 in Business / Public Administration, and or economic or relevant qualification. 3–5 years managerial experience in strategic planning and managing organisational performance. Key Requirements: Experience in strategic planning, performance monitoring and reporting for public entities or large organisations. Strong analytical and report-writing skills; ability to draft APPs and performance reports. Experience with monitoring and evaluation frameworks and development of indicators. Stakeholder engagement and facilitation experience, including briefing to portfolios and select committees. Ability to assess and align entities' plans to ENE and national priorities. Project coordination and secretariat support experience for review sessions and governance. Proficient in MS Office and familiarity with performance information systems. Ability to travel and work under pressure to meet reporting deadlines.

- DUTIES** : Assess strategic plans: Analyse entities' strategic plans, APPs and operational plans; draft forewords and align plans with ENE and national priorities. Conduct entities' performance monitoring and reporting: Monitor and evaluate signed performance agreements of executive heads of entities, prepare monthly, quarterly and annual performance reports and templates. Stakeholder management: Provide inputs into entities' strategic planning sessions; communicate analysis of quarterly and annual reports to the Director and stakeholders. Coordinate entities performance review sessions: Coordinate entities' mid-year and annual planning and performance review sessions, compile minutes and provide secretariat support. Sub-directorate management: Monitor financial resources and provide inputs into strategic planning and operational execution in the unit.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to Coloured Male, White Male and persons with disabilities.
- POST 17/110** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: CMSB-014 (X2 POSTS)**
Overview: To render professional legal services for the Department and the dtic agencies.
- SALARY** : R610 434 - R1 442 451 per annum, all-inclusive remuneration package in accordance with the OSD for legal personnel.
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : Mandatory Minimum Requirements: An LLB degree. At least 8 years appropriate post qualification legal experience. Key Requirements: Admission as an Attorney/Advocate of the Bar Council. In-depth knowledge of the South African legal system, legal interpretation, and the legal fraternity. Experience in providing legal opinions, drafting, negotiating, and vetting contracts. Strong research, analytical, and legal drafting skills. Working knowledge of civil litigation, criminal procedure and practice, and court rules. Understanding of Public Service Regulations, the Constitution, Case Law, Common Law, Public Service Act, and Criminal Procedure Act. Excellent verbal and written communication, stakeholder management, negotiation, and presentation skills. Skills in financial management, conflict resolution, policy analysis, and trial advocacy. Ability to work independently and collaboratively, with high levels of professionalism and integrity.
- DUTIES** : Provide Legal Opinions on matter related to the Department: Research the applicability of legal principles on legal Opinion. Highlight legal position of the Opinion. Conduct research on applicable policy, legislation or regulation and legal principles with regard to legal Opinion. Formulate questions to be answered on legal Opinion. Study and cite relevant cases on aspects related to legal Opinion. Provide strategic and technical inputs into the strategic direction of the Unit. Provide advice on drafting, negotiation and vetting of contracts: Draft, verify the contract and memorandum of Understanding (MoU) to be drafted and edited. Conduct research on applicable policy, legislation or regulation to be followed. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case. Determine if the contract is legal and whether it reflects the intention of the Department. Ensure that there is consistency when applying the legal principles. Ensure that the rights, powers and duties of the Department are set out in the contract. Liaise with all stakeholders involved in the contract and negotiate on final contract. Consolidate amendments or comments to the contract if applicable. Ensure that the interest of the Department is protected at all times. Certify contract and verify consistency between instruction and content of the contract. Verify signed contents of the contract with that as certified and hand to the Contract Management Unit. Draft, peruse and study legislations: Conduct research, gather information from the line functionaries on drafting legislation. Determine factual, supporting documents and legal purpose of legislation. Highlight legal position of the legislation. Research the applicable legal principles of drafting and interpretation of statutes. Ascertain whether legislation is in accordance with the principles of drafting and interpretation of statutes. Ascertain that the intention of the Department and the entities are reflected in the proposed bill or amended bill. Peruse and study drafts of proposed bills or amended bills. Facilitate the drafting of cabinet memorandum. Pilot legislation through the

parliamentary process. Respond to legal opinion aspects that arise during public hearings and parliamentary sessions. Execute litigation and legal processes within the Department: Determine the factual and legal situation on the case brought forward. Establish if the Department should litigate or defend the matter. Consult with the relevant line functions. Prepare briefs advising the relevant authority seeking authority to institute or defend the Department legal position. Appear in court to provide evidence on behalf of the Department. Provide advice in regards to a possible settlement and negotiate settlement with opponent. Prepare instructions to the State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary. Monitor the court case from the inception of its finality. Review all pleadings at all stages for the court case as per court rules. Consult with the relevant line function at each stage of the pleadings. Explore alternative dispute resolution opinions for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Manage legal administrative inquiries: Liaise with stakeholders on legal matters. Draft and/or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Females, White Males and persons with disabilities.

POST 17/111 : **ASSISTANT DIRECTOR: INVESTMENT INFORMATION REF NO: IIAF&A-057**
 Overview: To provide an investment information service across all investment promotion sectors, facilitation, Ease of Doing Business and Clearing House.

SALARY CENTRE REQUIREMENTS : R605 742 per annum (Level 10), (commencing salary)
 : Sunnyside, Pretoria
 : Mandatory Minimum Requirements: A qualification at NQF level 7 in Business Management/ Investment/ Finance/ Economics/ Marketing or relevant qualifications. 3-5 years' experience in an Investment Promotion environment in private or public sector. Key Requirements: Experience in investment information, facilitation or investor services. Experience in maintaining investor/project databases and MIS systems. Research and report-writing skills for investment climate and regulatory studies. Stakeholder management with embassies, chambers, provincial and municipal partners. Experience coordinating Ease of Doing Business programmes or similar initiatives. Basic financial oversight and monitoring of programme expenditure. Computer literacy including MIS and data capture for reporting. Ability to travel and work under time pressure; strong communication skills.

DUTIES : Provide investment information and facilitation: Obtain and consolidate information sources; contribute to publications and portals; compile presentation materials. Implement investment information strategy: Gather information on investment climate issues; provide inputs to strategy execution and research reports. Arrange meetings and draft minutes. Knowledge repository and database management: Coordinate information capture into MIS/e-Room; maintain investor pipeline and contact databases. Stakeholder and customer relations management: Manage stakeholder relations across public and private sectors and conduct customer satisfaction follow-ups. Risk management and reporting: Compile quarterly/annual reports and inputs for bi-national commissions and state visits; manage investment pipeline updates.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

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

POST 17/112 : **ASSISTANT DIRECTOR: AMERICA BILATERAL RELATIONS REF NO: TRADE-056 (X2 POSTS)**
 Overview: To conduct economic research and provide advice on the preparation and execution of bilateral trade and investment relations with countries in the Americas region.

SALARY CENTRE : R605 742 per annum (Level 10), (commencing salary)
 : Sunnyside, Pretoria

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| <u>REQUIREMENTS</u> | : | Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economics/ International Relations or International Law with an Economics focus. 3-5 years' experience in international Relations or International Law in public or private sector environment. Key Requirements: Experience in foreign trade research and economic analysis focused on the Americas region. Ability to prepare country briefings, quarterly economic statistics and policy inputs. Stakeholder liaison experience with foreign missions, government departments and business. Experience supporting trade negotiations and preparing negotiation briefs. Project coordination skills and ability to manage Bi-national Commission workstreams. Excellent report-writing and presentation skills. Computer literate (MS Office) and comfortable with data analysis. Willingness to travel (local and international) and work under pressure. |
| <u>DUTIES</u> | : | Foreign trade research and analysis: Compile and analyse economic data, update statistics and draft country briefings and reports. Stakeholder management: Liaise with foreign missions, government departments and other stakeholders; prepare meeting reports. Negotiations support: Provide technical inputs to negotiating positions and convene preparatory consultations. Bi-national Commission programme: Coordinate working groups, implement project plans and prepare progress reports for the Binational Commission. Reporting: Compile minutes, progress reports and contribute to monthly, quarterly and annual reports. |
| <u>ENQUIRIES</u> | : | Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608 |
| <u>NOTE</u> | : | In terms of the dtic's EE requirements, preference will be given to Coloured Female, Coloured Male, White Male and persons with disabilities. |
| <u>POST 17/113</u> | : | <u>ASSISTANT DIRECTOR: MIDDLE EAST BILATERAL RELATIONS REF NO: TRADE-050</u> Overview: To conduct economic research and provide advice on the preparation and execution of bilateral trade and investment relations with countries in the Middle East region. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R605 742 per annum (Level 10), (commencing salary) Sunnyside, Pretoria |
| <u>REQUIREMENTS</u> | : | Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economics/ International Relations or International Law with an Economics focus. 3-5 years' experience in international Relations or International Law in public or private sector environment. Key Requirements: Experience in foreign trade research and economic analysis with focus on the Middle East region. Ability to prepare country briefings, policy inputs and update economic statistics. Stakeholder engagement experience with foreign missions and internal stakeholders. Experience supporting trade negotiations and preparing technical inputs. Project coordination and implementation experience for bilateral programmes. Strong analytical and report-writing skills. Computer literate (MS Office) and comfortable with research tools. Willingness to travel (local & international) when required. |
| <u>DUTIES</u> | : | Foreign trade research and analysis: Compile and analyse economic data, trends and developments; draft briefings and reports. Stakeholder management: Maintain relations with foreign governments and participate in interdepartmental meetings. Negotiations support: Provide technical inputs for negotiating positions and support stakeholder consultations. Programme coordination: Coordinate Binational Commission work, prepare progress reports and implement action plans. Reporting: Compile meeting minutes, progress reports and contribute to operational reporting. |
| <u>ENQUIRIES</u> | : | Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608 |
| <u>NOTE</u> | : | In terms of the dtic's EE requirements, preference will be given to Coloured Female, Coloured Male, White Male and persons with disabilities. |
| <u>POST 17/114</u> | : | <u>ASSISTANT DIRECTOR: MULTILATERALS REF NO: TRADE-070</u> Overview: To provide technical support, conduct research, analysis, formulating policy recommendations and advising on international trade and investment issues within multilateral fora. |
| <u>SALARY CENTRE</u> | : | R605 742 per annum (Level 10), (commencing salary) Sunnyside, Pretoria |

REQUIREMENTS : Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economic, International Law / International Relations or relevant qualifications. 3-5 years' experience in Trade Research, international relations in public or private sector environment. Key Requirements: Experience in trade research, policy analysis and drafting briefing documents. Familiarity with multilateral fora and negotiation processes. Stakeholder engagement and interdepartmental coordination experience. Ability to prepare reports, position papers and country briefings. Project management skills and experience in convening consultations. Strong analytical, research and report-writing skills. Good computer literacy (MS Office); ability to travel internationally. Excellent communication and interpersonal skills.

DUTIES : Research and analysis: Conduct research and compile briefing documents, position papers and reports to support multilateral engagements. Stakeholder management: Undertake consultations, participate in forums and build relationships with internal and external stakeholders. Negotiation support: Provide technical inputs and analytical support to negotiating teams and engage with relevant institutions. Advocacy and coordination: Provide helpdesk support on trade and investment matters and follow up on multilateral issues. Reporting: Compile meeting reports, travel reports and regular operational reports within agreed timeframes.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

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

POST 17/115 : **EXECUTIVE OFFICE MANAGER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: TRADE-003**

Overview: To render effective functioning of the Office of the Deputy Director-General within the Trade Policy Negotiation and Cooperation (TPNC) Branch.

SALARY CENTRE : R487 197 per annum (Level 09), (commencing salary)
: Sunnyside, Pretoria

REQUIREMENTS : Mandatory Minimum Requirements: A qualification at NQF 6 in Secretarial Studies / Office Administration or Management / Public Administration / Business Administration as recognised by SAQA. 3–5 years of experience in rendering an office support service to Senior Management in a private or public environment. Key Requirements: Proven experience providing high-level administrative support to senior managers (diary, meetings, briefings). Strong office and records management skills, including National Archives compliance. Excellent minute-taking, drafting and editing skills for correspondence and briefing notes. Experience coordinating complex travel (local and international) and protocol arrangements. Ability to coordinate meeting logistics and provide secretariat support for governance structures. Confidentiality and discretion in handling sensitive information and screening documentation. Good computer literacy (MS Office) and experience with filing/MIS systems. Strong interpersonal and stakeholder liaison skills across government and external partners.

DUTIES : Executive office management and coordination: Manage administrative operations of the DDG's Office; supervise and coordinate support staff and maintain office systems and registers. Executive administrative support to the DDG: Manage and prioritise appointments and engagements; prepare pre-meeting briefing packs; draft and quality-assure correspondence and submissions. Strategic coordination of submissions and information flow: Screen and prioritise incoming documentation; ensure timely flow of submissions and confidential handling of sensitive matters. Meeting and governance support: Coordinate meetings chaired or attended by the DDG; compile meeting packs; record minutes and monitor implementation of decisions. Stakeholder liaison and communication management: Act as coordination point between the DDG's Office, Ministry and internal/external stakeholders; coordinate responses to parliamentary and stakeholder enquiries. Financial and resource administration: Monitor the DDG Office budget and expenditure; prepare documentation for budget adjustments and liaise with CFO/Corporate services. Executive travel and event coordination: Arrange travel, prepare itineraries and briefing notes; liaise with travel agencies and manage protocol for international engagements.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

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

POST 17/116 : **B-BBEE COMPLIANCE AND ADVOCACY OFFICER REF NO: SID&ET-119 (X3 POSTS)**
Overview: To perform investigation and enforcement functions to ensure compliance with B-BBEE Act and report on complaints trends.

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), (commencing salary)
: Sunnyside, Pretoria
: Mandatory Minimum Requirements: NQF Level 6 qualification in Public Administration or Business Administration/ Economic Science/ Law. 3-years' relevant experience in an investigation and enforcement environment. Key Requirements: Knowledge of the Constitution, PFMA, Treasury Regulations, B-BBEE Act and compliance frameworks. Experience handling, screening and analysing complaints within an enforcement or regulatory environment. Ability to coordinate alternative dispute resolution processes and maintain associated records. Strong written and verbal communication skills, including reporting. Good administrative and organisational skills, including database tracking and monitoring of turnaround times. Ability to work under pressure, travel when required, and work flexible hours as needed. Proficiency in Microsoft Office and complaints handling systems.

DUTIES : Complaints Handling: Handle complaints lodged with the Commission in line with established procedures and processes. Develop and implement fast-track procedures to attend to and resolve client complaints. Review complaints handling systems and provide recommendations for efficiency improvement. Conduct pro-active and reactive investigations and provide a report thereof. Database and Tracking System: Maintain and update the database and tracking system of complaints. Monitor compliance with turnaround times and submit weekly reports on delays. Ensure complainants are informed of reference numbers and progress. Screening and Analysis of Complaints: Implement methodologies for complaint screening and analysis. Categorise complaints and identify those for investigation or referral. Assess complaints for referral to higher authorities or other institutions. Alternative Dispute Resolution: Identify complaints suitable for alternative dispute resolution (ADR). Coordinate and maintain consistency in ADR processes and documentation. Record the number and nature of complaints resolved through ADR. Reporting and Administrative Support: Produce progress reports on work done as required. Perform administrative duties as allocated by the manager.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.

POST 17/117 : **B-BBEE INVESTIGATIONS AND ENFORCEMENT OFFICER REF NO: SID&ET-117 (X2 POSTS)**
Overview: To provide a secretarial and administrative function to the Chief Director and facilitate the smooth administrative operation within the Chief Directorate: Legal Services.

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), (commencing salary)
: Sunnyside, Pretoria
: Mandatory Minimum Requirements: Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' experience in a Secretarial or Office Management environment. Key Requirements: Experience providing secretarial and administrative support to senior management. Strong telephone, reception and diary management skills. Advanced typing, drafting and document preparation skills. Experience compiling reports, maintaining records and managing filing systems. Ability to coordinate meetings, prepare agendas, take minutes and follow up on actions. Experience arranging travel, accommodation and S&T claims, and handling office procurement. Good computer literacy (Microsoft Office Packages) and ability to use standard office equipment. Discretion, confidentiality and strong interpersonal skills in dealing with stakeholders.

- DUTIES** : Provides a secretarial/receptionist support service to the manager: Receive telephone calls, exercise discretion on call routing, finalize routine enquiries, perform advanced typing and operate office equipment. Record the manager's engagements, manage appointment schedules and advise on the urgency of meeting requests. Renders administrative support services: Ensure the effective flow and safekeeping of information and documents, compile reports, respond to enquiries and draft documents as requested. Coordinate travel arrangements, prepare advances and S&T claims, handle accommodation bookings and process stationery and office requisitions. Provides support to manager regarding meetings: Scrutinise meeting documents, compile packs, prepare briefing notes, record minutes and follow up on decisions and actions. Coordinate logistical arrangements for meetings and staff/unit sessions. Supports the manager with the administration of the manager's budget: Collect and coordinate budget documents, assist with MTEF inputs, monitor commitments and expenditure, and check BAS reports for correct allocation. Provide administrative and financial support of the office: Arrange Chief Directorate meetings, prepare annual schedules, support one-on-one meetings, prepare agendas and minutes, and monitor office expenditure. Order stationery and office equipment for the office: Ensure requisitions for goods and services are processed after prior approval and that the office is properly furnished.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.
- POST 17/118** : **PERSONAL ASSISTANT REF NO: CMSB-007**
Overview: To provide a secretarial and administrative function to the Chief Director and facilitate the smooth administrative operation within the Chief Directorate: Legal Services.
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (commencing salary)
: Sunnyside, Pretoria
: Mandatory Minimum Requirements: Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' experience in a Secretarial or Office Management environment. Key Requirements: Experience providing secretarial and administrative support to senior management. Strong telephone, reception and diary management skills. Advanced typing, drafting and document preparation skills. Experience compiling reports, maintaining records and managing filing systems. Ability to coordinate meetings, prepare agendas, take minutes and follow up on actions. Experience arranging travel, accommodation and S&T claims, and handling office procurement. Good computer literacy (Microsoft Office Packages) and ability to use standard office equipment. Discretion, confidentiality and strong interpersonal skills in dealing with stakeholders.
- DUTIES** : Provides a secretarial/receptionist support service to the manager: Receive telephone calls, exercise discretion on call routing, finalize routine enquiries, perform advanced typing and operate office equipment. Record the manager's engagements, manage appointment schedules and advise on the urgency of meeting requests. Renders administrative support services: Ensure the effective flow and safekeeping of information and documents, compile reports, respond to enquiries and draft documents as requested. Coordinate travel arrangements, prepare advances and S&T claims, handle accommodation bookings and process stationery and office requisitions. Provides support to manager regarding meetings: Scrutinise meeting documents, compile packs, prepare briefing notes, record minutes and follow up on decisions and actions. Coordinate logistical arrangements for meetings and staff/unit sessions. Supports the manager with the administration of the manager's budget: Collect and coordinate budget documents, assist with MTEF inputs, monitor commitments and expenditure, and check BAS reports for correct allocation. Provide administrative and financial support of the office: Arrange Chief Directorate meetings, prepare annual schedules, support one-on-one meetings, prepare agendas and minutes, and monitor office expenditure. Order stationery and office equipment for the office: Ensure requisitions for goods and services are processed after prior approval and that the office is properly furnished.

ENQUIRIES

: Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE

: In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.

NATIONAL TREASURY

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



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|----------------------------|---|--|
| <u>APPLICATIONS</u> | : | To apply visit: https://erecruitment.treasury.gov.za/eRecruitment |
| <u>CLOSING DATE</u> | : | 08 June 2026 at 12:00 pm (Midday) |
| <u>NOTE</u> | : | Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, 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. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za . The National Treasury is compliant with the requirements of POPIA. |

OTHER POST

- POST 17/119** : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE**
REF NO: S065/2026
Division: Office of The Director-General (ODG)
Purpose: To provide adequate support in the assessment of policy alignment and internal control processes in the adherence and execution pertaining to the PFMA and other Financial Management policies and prescripts.
- SALARY** : R413 001 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Financial Accounting or Auditing or Risk Management. A minimum of 2 years' experience obtained within an accounting environment with specific reference to financial reporting, compliance monitoring, internal control, and risk management. Knowledge and experience of exposure in internal control. Knowledge and experience of exposure in financial reporting. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations.
- DUTIES** : Organizational Culture and Performance: Maintain the Entity database on LOGIS, BAS, IFMS and Safety Web in accordance with relevant prescripts. Administer the loss control in accordance with relevant prescripts. Verify the basic accounting documents required for assessment and verification in line with norms and standards. Oversee the departmental filing system pertaining to accounting documents. Provide a verification structure in the administration and maintenance of budget manager's signatures. Update and review Financial Management policies, prescripts, procedures and other corporate governance documents. Organizational Resources Oversight: Provide advice on financial year-end processes and preparation of annual financial statements. Provide inputs and assist in preparation of the dissemination of the required management reports. Provide inputs and assist in preparation of the dissemination of the required management reports. Provide possible outcomes of resolution to client's queries. Maintain the loss control register. Policy Analysis: Provide assistance and guidance to internal clients on changes related to financial legislation and regulations. Assist in the overseeing and the verification processes of financial management implementation. Assist with the analysis of policy application and implementation pertaining to financial management and related processes. Governance and Compliance: Assist in the monitoring of the correct implementation of policies, strategies and policy frameworks. Assist in the audit coordination process. Assist with the review of the financial statements.
- 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** : 05 June 2026
- NOTE** : Interested applicants must submit their applications via the online link
<https://erecruitment.dws.gov.za> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

- POST 17/120** : **DIRECTOR: BUSINESS MANAGEMENT REF NO: 050626/02**
 Branch: Infrastructure Management
 Dir: Construction Management
 Re-advertisement, applicants who have previously applied must re-apply.
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Bachelor's Degree or Advanced Diploma (NQF Level 7) qualification in Business Management or Civil Engineering. A post graduate qualification in Business Management or Engineering Management or MBA will serve as an added advantage. A minimum of five (5) years' experience at middle/senior management level preferably within an infrastructure delivery environment. A Nyukela Public Service SMS Pre-entry certificate. Demonstrable knowledge of PFMA, PPPFA, CIDB and SCM legislation. Demonstrate experience in procurement management, infrastructure /construction business development. Experience in stakeholder and relationship management. Demonstrated experience in marketing and customer/client management. Exposure and skills in negotiation and networking. Experience of infrastructure delivery management. Exposure to the construction industry norms and practices. Programme and Project Management and financial management. Risk management, and business performance management systems. Presentation and report writing skills. People management and empowerment.

DUTIES : Provide strategic leadership and direction for business development and growth initiatives within the Departmental Construction Unit. Oversee the development and implementation of marketing, branding and positioning strategies for the Construction Unit. Direct and oversee the preparation, review and submission of bids, tenders and proposals. Monitor industry trends, infrastructure programmes and legislative developments to inform strategic decision-making to benefit the Departmental Construction Unit. Provide strategic oversight on stakeholder engagement, negotiations and partnership management. Oversee the development and management of the Directorate's strategic plans, operational plans and budget. Lead and manage human resources within the Directorate, including performance management, skills development and transformation initiatives. Manage and improve strategic relationships between the Construction Units with its clients and other industry stakeholders. Lead the identification, evaluation and acquisition of construction business opportunities. Ensure compliance with applicable legislation, organisational policies and governance frameworks in all business development activities. Monitor and evaluate business development performance and implement continuous improvement initiatives.

ENQUIRIES : Ms MM Maraka Tel No: (012) 336 7073

OTHER POSTS

POST 17/121 : **CHIEF ENGINEER GRADE A REF NO: 050626/01**
Branch: Water And Sanitation Services Management: EC
CD: Provincial Operations: Eastern Cape
Dir: Infrastructure Development Maintenance

SALARY : R1 317 108 – R1 504 797 per annum, (all-inclusive OSD salary package). 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.

CENTRE REQUIREMENTS : Qonce
An Engineering (B Eng./BSc Eng.) Degree or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer (Details of registration must be noted on the prescribed Z83 application form and CV). The disclosure of a valid unexpired driver's license. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA). Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for water services infrastructure. Good communication skills both (verbal and written). Ability to communicate in all sectors of the Department and other institutions. Must be able to work independently, be self-motivated and reliable.

DUTIES : Provide assistance in the design systems, structures and installation of water services related to infrastructure. Support the comprehensive planning in water services infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure systems and installations including the preparation of reports on the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and give advice to personnel on various levels, consultants, contractors and water service authorities. Support functional arrears to arrange supply chain management, human resources management and financial needs. Provide mentoring and guidance to staff towards ECSA registration.

ENQUIRIES : Mr Z Nonjuzana Tel No: (043) 604 5413

- POST 17/122** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 050626/03**
 Branch: Water Resource Management
 Dir: Water Information Integration
 SD: Integrated Water Resource Studies
 Re-advertisement, applicants who have previously applied must re-apply.
- SALARY** : R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Science degree (BSc) (Hon) in Hydrology or relevant qualification. A Master of Science (MSc) will serve as an added advantage. Three (3) years post-qualification Natural Science experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid, unexpired driver's license. Experience in conducting integrated water resource studies (water quality, quantity and ecology). Experience in hydrological and water quality modelling tools (WRSM2000, ACRU, WRYM, WRPM, HEC-HMS, SWAT+, WQSAM). Experience in water resource data collection, analysis, interpretation, presentation and derivation of information. Knowledge of water information systems. Knowledge of geographical information systems (GIS) tools (ArcMap and QGIS). The ability to apply scientific principles to integrate and interpret water quality or quantity data to draw scientifically sound conclusions. Understanding of research and development. Technical report writing. Possesses a high-performance culture. Professional judgement. Data analysis. Presentation skills. Decision-making and analytical skills. Creativity and customer focus. Good communication skills, both verbal and written. Problem-solving and analysis.
- DUTIES** : Conduct integrated water resource studies (quantity, quality, and ecology) focusing on the impact of land use, water use activities, and climatic pressures on water resources (surface and groundwater)- analysis of water resource data, developing, configuring and setting up various integrated hydrological and water quality models. Coordinate, analyse, and compile the national state of water report. Compile monthly state of water bulletins. Compile quarterly state of water quality bulletins. Liaise with water sector stakeholders, including other Government Departments and the public, on water issues through workshops and other facilitation techniques.
- ENQUIRIES** : Mr Joshua Rasifudi Tel No: (012) 336 6856
- POST 17/123** : **OFFICE MANAGER REF NO: 050626/04**
 Branch: Provincial and Entity Governance and International Cooperation
- SALARY** : R487 197 per annum (Level 09)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A relevant NQF level 6 qualification in Public Administration/ Management /Governance or a relevant qualification. Five (5) years' experience in general administration /office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties and functions. Computer literacy. Sound good organizational and planning skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct.
- DUTIES** : Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the DDG Branch. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch.

ENQUIRIES

: Mr Vincent Molatana Tel No: (012) 336 8610

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses: Recruitment01@dwypd.gov.za (kindly note that the emailed applications and attachments should not exceed 15mb).
- CLOSING DATE** : 05 June 2026 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will be made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, It is the intention of the Department to promote representivity in the Public

Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration

OTHER POST

POST 17/124 : **ASSISTANT DIRECTOR: SOCIAL GOVERNANCE AND REGULATIONS FOR THE RIGHTS OF WOMEN REF NO: DWYPD/007/2026**

SALARY CENTRE REQUIREMENTS : R605 742 per annum (Level 10), plus benefits
: Pretoria

: Applicants must be in possession of a Grade 12 certificate and Bachelor's degree (NQF Level 7) in Social or Human Sciences, Development Studies, or Social Work. A valid driver's licence is required. In addition, applicants must have a minimum of three (3) years' supervisory experience in a related field. Knowledge: Initiatives that promote women's social justice, empowerment and participation; Gender related policies and frameworks; Departmental policies, system protocols; knowledge, understanding and practice of Batho Pele Principles. Skills: Problem solving and decision making; Time management; Planning and organising; Customer focus and responsiveness; Good report writing, verbal and written communication skills; Computer Literacy (MS Office Suite); Diversity awareness; Applied strategic thinking; Continuous improvement; People management and development; Team leadership. Secondary: Basic Budgeting and Financial Management; Project management; Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ability to perform effectively under pressure; Analytical thinking; Good interpersonal and communication; Results focused; High emotional intelligence; Solutions oriented; Passion and drive; Honesty and Integrity; Ability to maintain confidentiality of information.

DUTIES : Coordinate the development and implementation of the policies and legislations on social justice, empowerment and transformation of Women: Provide inputs in the drafting of new policies or legislative proposals that promote social justice, Women's empowerment, Gender equality and transformation; Identify gaps or challenges on the existing policies and propose amendments where possible; Conduct research and gender analysis to inform policy content; Collect data to ensure proposed laws align with constitutional provisions and international commitments; Attend briefings with stakeholders on policies identified for implementation; Compile reports on implemented programmes. Participate in the development and implementation of a regulatory framework on social justice, empowerment and participation of Women: Participate in the consultation with relevant departments regarding the review of the Nation Strategic Plan on Gender based Violence and Femicide and Gender machinery framework; Participate in the coordination of designated provincial stakeholders to ensure the effective implementation of the Nation Strategic Plan on Gender based Violence and Femicide and Gender machinery framework. Coordinate Stakeholders: Develop, update and maintain the database of stakeholders; Follow-up and ensure that the stakeholders implement the recommended decisions by the structures; Resolve queries referred by stakeholders and provide information where necessary; Ensure that the stakeholders participate in the programme implementation; Handle enquiries on GBV related issues. Support the process of developing and implementing monitoring and evaluation systems: Collect and collate information on programmes initiatives. Create data base and generate information one stop shop models. Develop project reporting templates. Coordinate reporting by stakeholders and DWYPD(Provincial) and ensure the reports are submitted on time. Serve as secretariat support for the programme and engagements with stakeholders: Provide administrative support for the Unit. Provide logistical arrangement support for the unit and the projects. Provide general office support to the unit.

ENQUIRIES : Ms Nomsa Nabo at 072 525 0096
General enquiries may be brought to the attention of Ms Lerato Segodi Tel No: (012) 359 0073/ Mr Joseph Mahlangu Tel No: (012) 359 0238

NOTE : Preference will be given to African, Coloureds, Indian, Women, Youth and Persons with Disabilities.

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms N Mshengu
- CLOSING DATE** : 05 June 2026 at 16h30 (walk-in) and 23:59 (online)
- NOTE** : Applications must quote the relevant reference number and include only TWO (2) documents (Z83 & CV). A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and 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. 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. Failure to submit the requested two (2) documents on application, will result in your not being considered. In addition, the successful candidates will be required to disclose their financial interests.

MANAGEMENT ECHELON

POST 17/125 : **DIRECTOR: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS)**
REF NO: SEIAS/PRES/2026
Branch: Policy and Research Services

SALARY : R1 266 714 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Degree in Economics/Social Science/Public Policy/ Research or equivalent qualification (NQF level 7). A postgraduate qualification will be an added advantage. A minimum of 5 years' middle/senior managerial experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem solving and analysis. Knowledge management. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of Government public policies, programmes, strategies, plans and systems. Good knowledge and ability to use appropriate Research, Policy Analysis, Monitoring and Evaluation tools and techniques. Knowledge of conducting socio-economic impact assessment or regulatory impact assessment on public policies.

DUTIES : Provide guidance and support to Government on implementation of SEIAS and the National Policy Development Framework to achieve evidence-based policy formulation. Analyse and quality assure SEIAS reports of Departments. Produce SEIAS related knowledge products such as articles, policy briefs and advisory notes.

ENQUIRIES : Ms M Venter Tel No: (012) 300 5272 OR Ms K Madiseng Tel No: (012) 308 1806 OR Ms N Ramontja Tel No: (012) 300 5483

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

POST 17/126 : **DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HROPS/PRES/2026**
Chief Directorate: Human Resource Management and Development

SALARY : R1 266 714 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate degree/ or equivalent (NQF level 7). A Minimum of 5 years' middle/senior managerial experience. Process competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem-solving and analysis. Knowledge Management: In-depth understanding of the Public Service Regulatory Framework. In-depth understanding of the Public Service Act. Good understanding of government policies, programmes, strategies, projects and plans. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and review techniques. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management.

DUTIES : Responsible for the management of the performance of the following sub-units: Talent Acquisition, Conditions of Service, and Labour Relations in relation to the performance standards set out for output & projects. Develop, maintain and execute HR strategic objectives of The Presidency. Responsible for the enhancement of Co-ordinated information and establishment management and coordinate the HR oversight for the Department. Support and advise all stakeholders on HR best practices proactively. Manage and grow stakeholder relationships between internal and external stakeholders in relation to Talent Acquisition, Conditions of Service and Labour Relations matters.

ENQUIRIES : Mr K Futhane Tel No: (012) 300 5995

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

POST 17/127 : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: STRATEGIC/PRES/2026**
Chief Directorate: Office of the Chief Operations

SALARY : R1 266 714 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate degree/ or equivalent (NQF level 7) in Social or Public Management. A Minimum of 5 years' middle/senior managerial experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Operational capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques.

DUTIES : Oversee the execution and compliance of strategic planning and annual operational planning process. Coordinate the development of the Strategic Plans, Annual Performance Plans and Annual operational plans. Facilitate first strategic planning engagements for the development of the APP. Oversee and monitor the performance of The Presidency on a quarterly and annual basis. Compile the in-year and the end-of-year performance information reports to ensure that policies and procedures are maintained for performance information so as to keep them relevant and updated with all legislative changes. Oversee quarterly performance review sessions to enable the Accounting Officer an opportunity to interface with management to the achievement of the performance targets and pre-determined commitments against action plan. Coordinate the review of mid-term and end of term performance. Coordinate collection of inputs for all required reporting processes. Compile and submit three monthly GBVF reports per quarter. Compile and submit one Presidency audit matrix report per quarter. Coordinate collection of inputs and compile MTDP bi-annual report. Finalise and coordinate submission of Mid-year and End-of-Term Review. Interact with Budget Office and HR with regards to aligning the operational plan with the resource plans- therefore compile all necessary performance information in appropriate inputs for the ENE and AENE, inputs into HR plans etc. Quality assure the performance information before the presentation to the Executive Authority, Accounting Officer, Branch Heads, Audit Committee, National Treasury, Department of Planning, Monitoring and Evaluation as well as Auditor-General. Ensure a safe storage of performance information for the purpose of publishing quality data.

ENQUIRIES : Ms L Mphahlele Tel No: (012) 300 5865
NOTE : NB: Email applications must on the subject line state only the Reference number: STRATEGIC/PRES/2026 (with no spaces)

OTHER POSTS

POST 17/128 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: ADMIN/PRES/2026**
Office of the Chief Operations Officer

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's Degree or qualification on NQF level 6. A minimum of 3-4 years' middle management experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge management: Good understanding of protocol and security measures. Good

DUTIES

computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

: Provide administrative support to the Office of the Chief Operations Officer. Provide secretariat support to MANCO and all Chief Operations Officer's meetings. Develop, maintain and enforce an integrated governance calendar covering MANCO, bilateral engagements, subcommittees and COO-led coordination forums. Provide full secretariat and coordination support across all governance structures (including agenda setting, documentation, minutes and resolution tracking). Coordinate and support COO bilateral engagements with key stakeholders (including SITA, DPWI, NT and others). Support COO-led cross-functional coordination forums and operational committees (including strategic initiatives and inter-branch working groups where required). Track implementation of decisions arising from MANCO, bilaterals and coordination forums, and follow up on action items. Identify and escalate unresolved coordination issues and implementation bottlenecks to the COO. Receive, assess and process submissions and correspondence to the Accounting Officer in line with defined standards. Verify completeness, quality and compliance of submissions prior to escalation. Maintain and update submissions and correspondence tracking database. Monitor turnaround times and ensure adherence to service standards. Follow up on instructions, decisions and actions arising from submissions. Provide administrative and coordination support for submission workflows. Compile and submit quarterly reports on submissions and correspondence processed and turnaround performance. Efficient financial management and budget control. Provide administrative support to the Chief Operations Officer in her/his role as Deputy Secretary of Cabinet. Administration of the Promotion of Access to Information Act, (Act No 2 of 2000) and Promotion of Administrative Justice Act (Act no. 3 of 2000). Administer the Integrated Document Management System (IDMS) to track incoming and outgoing documents in the Office of the Chief Operations Officer. Administer the delegations register for Chief Operations Officer.

ENQUIRIES

: Mr. K Futhane Tel No: (012) 300 5995

NOTE

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

POST 17/129

: **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT AND LIBRARY SERVICES REF NO: KMLS/PRES/2026**
Auxiliary Services

SALARY

: R932 292 per annum (Level 11)

CENTRE

: Pretoria

REQUIREMENTS

: A Senior Certificate plus an appropriate Diploma/Advance Certificate OR equivalent qualification on NQF level 6. A minimum of 3-4 years' middle management experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Planning and execution. Knowledge Management: Problem solving and analysis. Program and Project Management. People Management and Empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Treasury Regulations. Contract Management and specification.

DUTIES

: Provide strategic leadership, management and oversight for Knowledge Management, Library Services, Records Management, Registry Services, Switchboard and Telephone Services within The Presidency. Develop, implement and monitor Knowledge Management strategies, frameworks, policies and systems aligned to the DPSA Knowledge Management Framework, National Archives and Records Service of South Africa (NARSSA) requirements and broader government digital transformation objectives. Drive the establishment of an integrated institutional Knowledge Management environment to support organisational learning, knowledge sharing, decision-making, business continuity and preservation of institutional memory within The Presidency. Oversee the acquisition, management, preservation and accessibility of information resources, library collections, digital repositories and knowledge products to support senior management, operational and strategic requirements. Manage and modernise Library and Information Services, including electronic information resources, cataloguing systems, research support services and digital knowledge platforms. Ensure effective

Records Management governance and compliance with the NARSSA, related regulations, records classification systems, file plans and approved records management practices. Oversee the implementation, monitoring and compliance of the IDMS and other approved electronic records management systems. Coordinate the transfer, preservation and disposal of records in collaboration with the National Archives and ensure safe custody of institutional records and correspondence. Lead the reconfiguration, standardisation and centralisation of Registry Services and Mini-Registries to enhance operational efficiency, governance and service delivery. Develop and implement Records Management policies, Standard Operating Procedures (SOPs), guidelines and awareness programmes to strengthen records governance and compliance across the Department. Oversee and manage the Telephone and Switchboard Services to ensure operational effectiveness, service continuity and alignment with ICT infrastructure and communication standards. Manage special projects and strategic initiatives relating to Auxiliary Services, office support systems, digitisation, information governance and operational improvement initiatives. Manage human, financial and physical resources within the Directorate in accordance with relevant legislation, policies, prescripts and governance frameworks. Establish and maintain effective stakeholder relationships with internal business units, DPSA, NARSSA, SITA and other relevant government institutions relating to Knowledge and Information Management matters. Prepare strategic, operational and compliance reports for management structures and governance committees.

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

POST 17/130 : **DEPUTY DIRECTOR: PROTOCOL AND CEREMONIAL SERVICES REF NO: PROTOCOL/PRES/2026**
 Chief Directorate: Protocol and Ceremonial Services

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/Advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' middle management experience in Protocol and Ceremonial Services. Must possess a valid driver's licence. Candidate must have the following competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Hands-on logistical experience in offering Protocol and Ceremonial services to the President and the Deputy President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have projects management skills. Have good report writing skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters, have integrity and be trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Willingness to travel local and internal. Good understanding of Public Service Regulation Framework.

DUTIES : Providing of protocol and ceremonial support in accordance with national and international policies and procedures. The implementation of and adherence to protocol policies and procedures. Conducting of research on protocol in respect of other countries as requested/required. Advising and support of 'clients". Ensure compliance, maintenance and management of protocol on all events. Consult with stakeholders. Oversee overall logistical arrangements for all events attended by the President or Deputy President. Establish and ensure that sitting arrangements is in hierarchical order. Assist with development of programmes and develop order of proceedings. Liaise with the Presidential Protection Service Planning unit in coordination of events. Coordinate, review and consolidate directorate's inputs for the medium-term expenditure framework (MTEF) and estimates of national expenditure (ENE).

ENQUIRIES : Mr. P Seopa Tel No: (012) 308 1779
NOTE : NB: Email applications must on the subject line state only the Reference number: PROTOCOL/PRES/2026 (with no spaces).

POST 17/131 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: AUDIT/PRES/2026**
Directorate: Internal Audit

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor Degree/advanced Diploma at NQF level 7 with majors in Auditing/Internal Auditing and Accounting. A minimum of 3 – 5 years' experience in Internal Auditing. A valid driver's licence. Added advantage: Certifications such as CIA, CGAP, CRMA, PIA and IAT; Membership with IIASA. Competencies: Public Service Regulatory Framework, communication and information management, teamwork and co-operation, Program and project management, Problem solving and decision making, critical thinking and IIA Global Internal Audit competency framework. Knowledge of Internal Audit Standards. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of government financial systems, Knowledge of frameworks for managing performance information. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written) Computer literacy, including Microsoft Office applications. Accountability and ethical conduct.

DUTIES : Implement operational plan, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the adequacy and effectiveness of the system of internal control, risk management and governance in the working papers, preparation of a complete audit file for review by Deputy Director; Study policies and procedures, Perform pre-planning survey, Gather information and conduct analysis of business information, Document system description/ process flow, Perform walk through tests, Develop a risk and control matrix (identify critical control risks, root causes and Impact), Develop the engagement audit programme for testing, Audit Engagement Execution, Sample selection for audit coverage. Execute the audit procedures, Complete the working papers, Raise the exception and discuss them with the auditee and audit supervisor, File the supporting document / evidence, Ensure that working papers are signed off by the audit supervisor, Make proper indexing & cross-referencing. Assist in classification of exceptions. Compile draft report for each engagement, Attend audit opening and exit meetings, Compile minutes of opening and exit meetings, Complete and distribute the client satisfaction survey, Complete the audit file review index/ checklist to ensure it is property cross referenced to working papers, Conducting monitoring progress/ follow-up audits on management action plans, Assist in reporting the monitoring progress status to management, Attending of Unit meetings, workshops, training and development; Perform all administrative tasks as allocated by supervisor, Timeously notify the supervisors of any incidents that may affect the deadline of the allocated audit projects.

ENQUIRIES : Ms. L Nelufule Tel No: (012) 300 5371
NOTE : NB: Email applications must on the subject line state only the Reference number: AUDIT/PRES/2026 (with no spaces)

POST 17/132 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: EVENTS/PRES/2026**
Directorate: Events Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' applicable experience in field of events. Competencies: Computer skill especially typing speed, typing documents in a short period correctly without spelling errors. Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skill. Have excellent organisational and planning skills, ability to work multiple project simultaneously. Have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills and be able to handle

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| | | confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedure. Good understanding of Public Service Regulatory Framework. |
| <u>DUTIES</u> | : | Planning, organising and Managing Events. Prepare written reports and drafting monthly report. Budgeting and financial management. Managing and maintaining electronic database in the Unit. Managing the documents filing system. Managing relations with stakeholders and clients. Assists in drafting the unit and branch strategy and annual report. Assist in developing the Unit Operational plans. Monitoring of services rendered by service providers in respect of quality and cost. Rendering of on-site technical support and advice at the events. And reporting on the outcome and success of events. |
| <u>ENQUIRIES</u> | : | Ms. L Kawe Tel No: (012) 300 5254 |
| <u>NOTE</u> | : | NB: Email applications must on the subject line state only the Reference number: EVENTS/PRES/2026 (with no spaces). |
| <u>POST 17/133</u> | : | <u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: OHS/PRES/2026</u> Directorate: Internal Security |
| <u>SALARY</u> | : | R487 197 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Senior Certificate plus an appropriate National Diploma/NQF level 6 or Bachelor's Degree /Bachelor of Technology (BTech) in Safety Management OR equivalent qualification. A minimum of 3-4 years' experience in Health and Safety in a Corporate organisation, Public Sector or State Owned entities or organ of state. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Good interpersonal skills. Have excellent organisational and planning skills. Ability to read and analyse official documents. Have a good presentation, facilitation and training skills. Have average understanding of information security and document management. Be able to work independently as part of a team and under pressure. Have a project management knowledge and experience. Confidentiality, integrity and trust. Knowledge: Problem solving and analysis. Good compute and capturing skills. Knowledge of classification of information. Knowledge of treasury regulations, project management, construction regulation, built environment, procurement directives and procedure. Have effective oral and written communication skills. Have advance numeracy and budgeting skills. Knowledge of the National Strategic Intelligence Act 1994(act 39 of 1994). Protection of information Act 2000 (Act 84 of 2000). The national vetting Strategy in the Public Sector. Minimum Information Security Standards (MISS) and Criminal Procedure Act 1997 (Act 51 of 1997). Occupational Health and Safety Act, 1993 (Act 85 of 1993). Have good knowledge of policy analysis and development and good office management skills. |
| <u>DUTIES</u> | : | Develop, implement and review OHS Policies; Develop and implement OHS Standard Operating Procedures, Frameworks and Internal Controls; Develop and implement Injury on Duty and Incident Standard Operating Procedures; Establish and facilitate OHS Committee meetings; Establish and facilitate Emergency Response Teams; Develop training matrix and facilitate workshops and inductions; Create awareness campaigns on safety requirements and protocols; oversee the compliance of service providers on safety management; Develop and implement Emergency Response Plans (ERP); Facilitate emergency preparedness drills; Conduct risk assessment and develop OHS Risk Register; Conduct inspections and provide reports; Provide reports on OHS activities; Conduct incident investigations and develop and manage incident register; perform adhoc activities as delegated |
| <u>ENQUIRIES</u> | : | Ms. N Buthelezi Tel No: (012) 308 1607 |
| <u>NOTE</u> | : | NB: Email applications must on the subject line state only the Reference number: OHS/PRES/2026 (with no spaces). |
| <u>POST 17/134</u> | : | <u>CATERING MANAGER REF NO: CATERING/PRES/2026</u> Directorate: Accommodation and Households |
| <u>SALARY</u> | : | R487 197 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Senior certificate plus an appropriate National Diploma or equivalent on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum |

of 3-4 years' working experience as an Executive Chef or Sous Chef in a five-star hotel or equivalent hospitality establishment. Sound knowledge and experience in managing daily kitchen operations, supervising staff and ensuring food quality. Competencies: Good communication skills (both oral and writing) client orientated, customer focused, honest, have integrity and be innovative and creative. Willing to work extended hours when necessary and working under pressure. Execute healthy, delicious and beautiful well-presented meals, in a very short notice. Have knowledge of health and Safety within the Hospitality Industry. Be up to date with the latest food trends and be able to execute these menus. Teach, develop and inspire subordinates. Develop a focus on food and excellent service.

DUTIES : Co-ordination and execution of cooking and catering for functions e.g. Banquets, Formal Events, Meetings and Family Meals. Managing and co-ordinating the preparation and service of food, beverages, setting-up of tables and room or venue in accordance with standards and specifications (menu, type of function and preferences of the Principal). Contribute in overall event planning. Liaise with Household Manager discuss menus, special arrangements, serving plans (waiters) of all Catering in the Residence for the day. Determine how food should be presented and create decorative food displays. Attend to Principals and Guests personal preferences, dietary restrictions and requirements. Setting and maintain the standard for preparation of food and beverages and ensure a healthy environment and that the general objectives of the household are achieved. Obtain guest lists and make logistical arrangements.

ENQUIRIES : Ms T Manase Tel No: (012) 342 2566
NOTE : NB: Email applications must on the subject line state only the Reference number: CATERING/PRES/2026 (with no spaces).

POST 17/135 : **ASSISTANT DIRECTOR: FACILITIES REF NO: FACILITIES/PRES/2026**
 Directorate: Accommodations and Households

SALARY : R487 197per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National diploma qualification on NQF level 6 in either Hospitality Management or Heritage/Museum Management/ Facilities Management (or similar). A minimum of 3 to 4 years' appropriate experience in a Heritage Site. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service deliver and innovation. Planning and execution. Knowledge Management: Problem solving and analysis. Program and Project Management. People management and Empowerment Change Management. Public Service Regulation Framework. Policy formulation process within Government. Monitoring and evaluation method, tools and technique. Facilities and venue management. Public Finance Management Act. Treasury Regulations. Contract and service provider management. Knowledge of the National Heritage Resources Act and the World Heritage Convention Act.

DUTIES : Manage and oversee the operation of the facilities section (soft services: cleaning and hygiene) to ensure a clean, neat, hygienic and safe working environment. Manage the cleaning of office, public areas and hygiene services. Oversee restaurant services and manage conference venues. Support the preservation and presentation of historically and culturally significant spaces through appropriate operational care, maintenance co-ordination and adherence to heritage sensitive facility practices. Oversee delivery and maintenance of indoor plants and flower arrangements. Manage stores and preparations of all the venues and areas to be used during states and official visits. Manage the electronic reporting system. Co-ordinate all Ensure the efficient and cost-effective administration of soft service (cleaning and hygiene) operations budget. Monitor all soft services contract performance and develop operational plan. Manage quality customer service and Project management within the soft services. Ensure that facilities operations are cost effective and efficient within estimated budget constraints. Ensure compliance with OHS regulations, operational risk management procedures and institutional safety directives. Oversee the procurement of soft services and related equipment and ensure that invoices discrepancies are promptly tracked and resolved. Ensure that access and escorts are arranged for sort services activities. Manage and arrange official documentation and activities with regards to the staff managed and also on work related matters with regards to the staff

managed to ensure effective administration. Arrange training. Develop and promote effective work programs. Assist and participate in the management of the unit by the compiling of reports and convening meetings to ensure that soft services (cleaning and hygiene) delivery is effective and efficient.

ENQUIRIES
NOTE

: Mr. T Makondzo Tel No: (012) 300 5425
: NB: Email applications must on the subject line state only the Reference number: FACILITIES/PRES/2026 (with no spaces).

POST 17/136

: **SENIOR COMMUNICATION OFFICER: GRAPHIC DESIGNER REF NO: COMMUNICATION/PRES/2026**
Communication and Research Management Services

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08)
: Pretoria
: A Senior Certificate plus an appropriate Diploma, Advanced Certificate or equivalent qualification at NQF Level 6 in Graphic Design, Digital Media, Multimedia Design, Visual Communication or a related field. A minimum of 3 years' experience in graphic design, digital content creation, photography, videography and multimedia production. Applicants must include a portfolio of recent work in PDF format showcasing graphic design, photography, video production and multimedia content creation capabilities. Competencies and skills: Excellent conceptual, creative and visual design skills. Strong photography and videography capabilities, including the ability to capture, edit and package content into professional multimedia products. Proficiency in multimedia editing software and digital content production tools, including graphic design, photo editing, video editing and audio editing software. Knowledge of digital camera operation, lighting, image composition, digital image manipulation, video production and post-production processes. Experience in creating content for print, web, social media, presentations and internal communication platforms. Good interpersonal and communication skills. Computer literacy. Ability to work under pressure, manage multiple projects and meet tight deadlines. Self-motivated, innovative and detail-oriented.

DUTIES

: Support the Corporate Communication Unit in the conceptualisation, design and production of multimedia communication products across print and digital platforms. Develop visual, photographic, video and audio content for publications, campaigns, presentations and digital communication platforms. Capture and edit professional photographs and video footage for organisational events, campaigns and communication initiatives. Edit and package multimedia content into high-quality products suitable for internal and external communication purposes. Assist in the coordination and implementation of communication and public awareness campaigns. Provide design and photographic support for publications such as The Presidency Annual Report, newsletters, brochures, pamphlets, presentations, internet and intranet platforms and social media content. Operate and maintain multimedia production equipment and software. Assist with publication planning, content distribution and responding to public requests for communication material. Participate in the development and implementation of communication strategies and support the procurement and management of internal communication material.

ENQUIRIES
NOTE

: Ms. A Nothling Tel No: (012) 308 1722
: NB: Email applications must on the subject line state only the Reference number: COMMUNICATION/PRES/2026 (with no spaces)

POST 17/137

: **PRACTITIONER: RISK AND BUSINESS CONTINUITY MANAGEMENT REF NO: RISK/PRES/2026**
Directorate: Risk Management

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum (Level 07)
: Pretoria
: Senior Certificate plus an NQF Level 6 Diploma/Advanced Certificate in Risk Management/ Accounting/ Internal Auditing/ Social Science or equivalent qualification. A minimum of 1-2 years' experience in the field of Risk and Business Continuity Management. Competencies: Project Management Skills; Effective oral and written communication skills; Good understanding of governance. Be professional, highly motivated, Analytical (ability to gather and analyse information); Good interpersonal skills; Good organisational and

planning skills and ability to work on multiple projects simultaneously; Have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner; Be able to work independently and also as part of a team; Knowledge: In depth understanding of the Public Sector Risk Management Framework, Public Finance Management Act, Public Service Act, Public Service Regulations., the Disaster Management Act Occupational Health and Safety Act Good understanding of Policy formulation process within Government. Good understanding of business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Understanding of monitoring and evaluation methods, tools and techniques. Monitoring and evaluation methods, tools and techniques.

DUTIES : Assist the Directorate in coordinating departmental Strategic and Operational risk assessment workshops and compile risk registers. Capture risks in all workshops. Compile the audit findings tracking system to inform the drafting, evaluation, analysis and review of risks in the departmental risk registers. Compile quarterly strategic and operational mitigation progress reports. Draft a quarterly risk mitigation analysis report. Issue the risk analysis mitigation report to the Risk Management Committee (RMC). Assist in providing administrative support to the Risk Management Committee. Compile meeting packs for the RMC Chair and Director; Risk Management. Assist with logistical arrangements for RMC meetings including special meetings. Prepare the payment of the external RMC Members. Assist in providing administrative support in executing Risk and BCM Functions. Logistical arrangements for awareness sessions. Co-facilitate the procurement of promotional material. Develop a schedule for risk workshops with all the Branches and confirm their availability. Assist in developing specifications and proposals for acquisition of services as and when required. Coordinate the budget of the Directorate serve as Chief User Clerk. Maintain proper filling/record keeping system for all expenses incurred and/records generated by the Directorate. Manage asset registers for the Directorate. Provide assistance in implementing the Business Continuity Programme. Assist in coordinating meetings for Business Continuity Champions. Capture BCM risks as part of the BCM Risk Register. Assist in the developments of Business Continuity Plans and BC Response Plans and serve as first point of contact on BCM arrangements. Liaise with Stakeholders on BCM arrangements such as the Metropolitan Municipalities concerning the Contingency Management Plans. Assist in conducting Business Impact Analysis in the compilation of inputs from Branches/Units/Directorates and statistical reports.

ENQUIRIES : Mr G Mahlangu Tel No: (012) 300 5378
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: RISK/PRES/2026 (with no spaces)

POST 17/138 : **SUPPLY CHAIN OFFICER: ACQUISITION Ref no: ACQUISITION/PRES/2026 (X2 POSTS)**
 Directorate: Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate three (3) years Degree/ National Diploma in Supply Chain Management/Logistics/Procurement or equivalent qualification on NQF level 6. A Minimum of 1 - 2 years' experience in a Supply Chain Management environment. Core Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity, Service delivery innovation, Knowledge Management, Financial management., Problem solving Management and analysis, Programme and project management., Public Service Regulatory Framework. Policy formulation process within Government, Monitoring and evaluation methods, tools and techniques.

DUTIES : Processing of quotations for goods and services: Request quotation for goods and services, Source quotations from Preferential Service Providers listed on CSD and compliance on tax issues, and Send them to the End-User. Processing of applications for purchase: Check if the Application for purchase was signed by Responsibility Manager, Check if the Procurement need was on Demand Plan, Check if the Banking Details of the Supplier was verified on CSD, Check if there is fund under relevant item code, Attach supporting documents as SBD, BEE Certificate, Check if the Supplier tax matters are in

order, Compile Comparative schedule and Attach on document, Submitting motivation and comments on attached checklist. Administration of bids: Preparing bid documents, Process of bids including approval, specification, advertising, of bids, Liaise the delivery dates with service provider, Submit Tax Invoices to be paid within 30 days, Submit monthly reports for expenditure within the unit.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951
NOTE : NB: Email applications must on the subject line state only the Reference number: ACQUISITION/PRES/2026 (with no spaces)

POST 17/139 : **SUPPLY CHAIN OFFICER: HELPDESK REF NO: HELPDESK/PRES/2026**
Directorate: Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate three (3) years Degree/ National Diploma or equivalent qualification on NQF level 6 in Logistics/Supply Chain Management/Public Administration/Management. A Minimum of 1 – 2 years' experience in a Supply Chain Management environment. Core Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity, Service delivery innovation, Knowledge Management, Financial management., Problem solving Management and analysis, Programme and project management., Public Service Regulatory Framework. Policy formulation process within Government, Monitoring and evaluation methods, tools and techniques.

DUTIES : Receive and process applications or requests from helpdesk. Request quotations using the database, evaluate quotations. Provide updates on the progress of the requests for quotations as well as the applications for purchase. Submit stats relating to work done to the Supervisor. Attend to queries. Assist with bids when required.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951
NOTE : NB: Email applications must on the subject line state only the Reference number: HELPDESK/PRES/2026 (with no spaces)

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- CLOSING DATE** : 05 June 2026
- NOTE** : 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 prior to appointment. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must 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. 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

OTHER POSTS

- POST 17/140** : **MEDICAL SPECIALIST: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY): GRADE1-3: REF NO: H/M/36/2026**
- SALARY** : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 884 151 – R2 301 186 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.

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| <u>CENTRE REQUIREMENTS</u> | : Univeristas Academic Hospital: Bloemfontein : Current valid registration with HPCSA AS Medical Specialist in Internal Medicine. Current registration with the HPCSA for period of 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. Valid driver's license. Be a South African citizen or be a permanent resident. A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of a foreign qualified employee) as Medical Specialist in a normal Specialty. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of a foreign qualified employee) as Medical Specialist in a normal Specialty. 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> | : Service delivery and medical administration with the division of clinical Haematology, department of internal medicine: Provide outreach, in-reach and Support services, rendering community overtime in compulsory. Involvement in teaching and training of medical students, registrars and subspeciality fellows. Conduct Research and supervise trainee research projects. Perform clinical governance and endure 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, head clinical unit Internal Medicine (Clinical Haematology), and Sub-specialist Clinical Haematologist. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators. |
| <u>ENQUIRIES</u> | : Prof JLR Malherbe Tel No: (051) 405 2878 |
| <u>POST 17/141</u> | : <u>MEDICAL SPECIALIST (ORTHOPEDIC): GRADE 1 – 3 REF NO: H/M/38/2026 (X1 POST)</u> |
| <u>SALARY</u> | : Grade 1: R1 395 528 – R1 479 723 per annum Grade 2: R1 592 274 – R1 688 553 per annum Grade 3: R1 884 151 – R2 301 186 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> | : Bongani Regional Hospital, Welkom : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. 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 Orthopedic. Grade 1: No experience required. Grade 2: A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Grade 3: A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Current annual registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. 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. |
| <u>DUTIES</u> | : 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 becomes killed 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 adequate 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 Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

- ENQUIRIES** : T Tsoho Tel No: (057) 916 8285
- POST 17/142** : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) GRADE 1 – 3 REF NO: H/M/39/2026 (X1 POST)**
- SALARY** : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 884 151 – R2 301 186 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** : Bongani Regional Hospital, Welkom
: 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 Gynecology. 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 Gynecology. **Grade 1:** No experience required. **Grade 2:** A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. **Grade 3:** A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. Current annual registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. 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 adequate 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 Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : T Tsoho Tel No: (057) 916 8285

POST 17/143 : **MANAGER NURSING: PNA9 REF NO: H/M/41/2026**

SALARY : R1 201 302 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 : Lejweleputswa District
: Basic R425 qualification (i.e. Diploma/Degree in Nursing or equivalent qualification that allow registration with the South African Nursing Council) as a Professional Nurse. Registration with the SANC as a professional nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. (As Assistant Manager Nursing). Valid driver's license. Knowledge and Skills: Ability to function at different levels of care related to the specialty quality for in depth knowledge and understanding of Health-relation Acts, Regulations, Guidelines and other related policies such as: Nursing Act, Health Act, Code of Ethics, Professional Scope of Practice Act, Occupational Health and Safety Act, Mental Health Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Knowledge and understanding of the legislative framework governing the Public Service including: Skills Development Act, Public Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure and Disciplinary.

DUTIES : Provide support to the strategic leadership, coordinate plan and manage the implementation of the District Health System (DHS). Provide effective administrative support to the districts. Support the district towards their effort to meet the ideal clinic status in preparation for the Universal Health Care. Ensure intersectoral collaboration with relevant stakeholders, through the District Development Model Forum (DDM). Strengthen Primary Health Care (PHC) re-engineering and facilitate integration of all the sub-programs within the DHS budget program. Develop an effective monitoring and evaluation strategy to improve the program's performance. Ensure effective and efficient use of resources. Plan and Organize work to achieve objectives that meet service standards; applying problem solving strategies as a manager in the public service; Managing own performance and development; Planning services delivery to meet client expectations and communicating as aa manager in the public service. Display the capacity in human resource planning and people management. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Provide guidance and leadership towards the realization of strategic goals and objectives of the division.

ENQUIRIES : Me. N Gigi Tel No: (057) 351 1026

POST 17/144 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: H/M/40/2026 (X2 POSTS)**

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 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 : Bongani Regional Hospital, Welkom
: Senior certificate, MBCHB or equivalent Degree (independent practice); valid registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Current registration with HPCSA (2026/2027). **Grade 1:** None after registration as a Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as a Medical Practitioner with 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:** Minimum of 5 years after registration as a Medical Practitioner with the Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees, Minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as a Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service, as required in South Africa. Knowledge and Skills: Courteous towards patients; good customer or patient care; time management.

DUTIES : Rendering clinical services and be responsible for service delivery within the facility. To fulfil the administrative, academic and research requirements in the hospital. Render outreach and support service to other levels of care. Provide a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Ensuring correct patient management through the implementation of quality standards, practice and treatment protocols. Ensuring developments, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide medical services at the department where you will be allocated. Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients in the relevant department. Provide guidance, training evaluation and mentorship of junior medical staff. Participate in community health programs. Assist in the evaluation of existing standards and effectiveness of health care. Adhere to departmental treatment guidelines and policy. Deal with emotion, social and physical aspects of diseases for patients and their relatives.

ENQUIRIES : T Tsoho Tel No: (057) 916 8285

POST 17/145 : **MEDICAL OFFICER: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY) GRADE1-3 REF NO: H/M/37/2026**

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 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
: MBChB, Full registration with HPCSA as independent practitioner. Relevant experience: Internship & Community Services. **Grade 1:** None after registration as Medical Practitioner with HPCSA respect of South Africa qualified employees. One year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employee, of whom it is not required to perform Community Services, as required in South Africa. **Grade 2:** Minimum of 5 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. Minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of who it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 10 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of who it is not required to perform Community Service, as required in South Africa. Minimum of 5 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. Knowledge and skills: Should be well read and have a basic knowledge of conditions and emergency treatment relevant to the specialty. Effective clinical decisions, good competent case skills, above average manipulative skills, should develop into a competent doctor. Values/Attitudes: Friendly, reassuring and develops good relationship, Good working relationship with staff, Regular on most occasions, Generally reliable. Education and

training: College Part 1, Relevant Diploma, ACLS/APLS/ATLS. Experience in relevant specialty, Internal Medicine and/or Clinical Haematology and/or Oncology. Skills: Extremely effective clinical decisions and well-balanced initiative Excellent case notes that keeps up with daily changes, Outstanding talent for procedures, Competent and shows outstanding promise. Values/Attitudes: Warm and sympathetic in speaking to patients, exceptionally pleasant to all staff and able to gain full cooperation, invariably on time or early for all duties, very reliable and resourceful in carrying out instructions. Current annual registration with HPCSA (2026/2027).

DUTIES : Manage all medical conditions to ensure that competent service is provided to all patients. Supervise junior staff to provide adequate medical care and to train them to be able to do key medical interventions. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment procedures, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill patients. Study the relevant field of specialty. Reporting to referring doctors on their referred patients. Writing and maintenance of relevant clinical notes. Consulting with senior staff or other relevant specialists if patient care is beyond personal ability, experience or specialty.

ENQUIRIES : Prof JLR Malherbe Tel No: (051) 405 2878

POST 17/146 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: H/D/12/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 Senior certificate, plus Degree in Organisational Development and/or business administration with an OD focus qualification as recognised by SAQA. A minimum of 5 years of experience in OD environment, of which 3 years should be on ASD level. Certificate in Business Process Mapping, Job Analyst Certificate, Certificate in Job Evaluation panelist. A valid driver's license. Knowledge and Skills: Norms & standards, cost benefit analysis, HR Practices. Compilation of Job description, relevant legislations & policies, general office administration practices. Work Study Principles and Techniques, Business Process Re-engineering, Performance Management. Organisational Design Principles, PERSAL, policy development, compensate system. management practices, SOPs and BPMs. Working knowledge of Org- Plus/ Visio, working knowledge of the JE System. Analytical, management, presentation, computer, communication, interviewing, report writing, problem solving, project management, financial management, leadership and conflict management.

DUTIES : Coordinate and monitor the development & maintenance of the organogram/s in line with the strategic plan/s. Coordinate investigations and develop, implement, monitor and maintain policies related to job evaluation, efficiency and productivity. Manage and coordinate/ facilitate business process re-engineering investigations (Business Process Mapping and Standard Operating Procedures). Manage the job evaluation processes. Facilitate and advise on the development of job descriptions within the Department. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/147 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/D/13/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 Senior Certificate, plus B-Degree/ Advanced Diploma in Human Resource Management or related areas at NQF 7 as recognised by SAQA. PERSAL certificates. A minimum of 6 years of experience in human resource administration environment, of which 3 years should be on ASD level. Valid drivers license. Knowledge and Skills: Extensive knowledge on HR processes and policies and PERSAL system operations. People management, financial

management, problem solving, planning & organizing, time management, team player, good communication skills. Report writing skills, leadership skills, change and knowledge management, planning and organization skills. Public Service Regulation (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA).

DUTIES : Manage the rendering of effective and efficient selection and recruitment service. Manage the rendering of effective and efficient human resource administration services. Facilitate the practical implementation of human resource management and administration policies and best practices. Provision and strengthening of governance services. Manage HR Records and Administration. Supervise resources (human/ assets/finances)

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/148 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: H/D/14/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 Senior Certificate plus, Bachelor's degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of 3 years related experience in management accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills.

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. Provide advice and guidance to role players on the use of forecasting. Planning – Ensure that information for planning purposes are collected and analysed properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, 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 submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustments 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. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Mr.C Elefthriou Tel No: (051) 408 1000

POST 17/149 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/D/15/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 Senior Certificate plus, Bachelor's degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of 3 years related experience in management

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| | | accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills. |
| <u>DUTIES</u> | : | Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting, and reporting (interim and annual financial statements). Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. |
| <u>ENQUIRIES</u> | : | Mr.C Elefthriou Tel No: (051) 408 1000 |
| <u>POST 17/150</u> | : | <u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 – 3 REF NO: H/A/15/2026 (X1 POST)</u> |
| <u>SALARY</u> | : | R664 410 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Lejweleputswa District |
| | : | Senior certificate, Bachelor's Degree recognized by SAQA in Environmental Health and current registration as an Environmental Health Practitioner with the Health Professions Council of South Africa. Experience- Grade 1: A minimum of 5 years appropriate experience with the HPCSA in Environmental Health of which 3 years must be at a Chief Environmental Practitioner. Knowledge And Skills: Knowledge of policy making policy making processes. Building Safety programs and protocols. Public Services Regulations. Public Services Act. Batho Pele Principles. Appropriate understanding of Environmental Health scope of practice and norms and standards. Project and stakeholder management. Excellent negotiation skills. Facilitation and communication skills (written and verbal). Good human relations. Ability to teach and train staff within a team. Basic computer literacy. Ability to work as part of a multi-disciplinary team at all levels. |
| <u>DUTIES</u> | : | Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures. As it relates Hazardous Substances, Waste management, Pest Control and related Regulations. Coordinate Hazardous Substances, Waste management and Pest Control. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities. Ensure effective and efficient resource management. Manage and mitigate risks related to health care risk waste, hazardous substances and pest control. Establish, attend and convene provincial forums that seek to further the aims of waste reduction and green economy in the province. Monitor waste management, utilize health information technology and other information systems to enhance service delivery in the province. Analyse, interpret and generate reports for decision-making. |
| <u>ENQUIRIES</u> | : | Me. N Gigi Tel No: (057) 351 1026 |

POST 17/151 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 (PNB1-2) REF NO: H/C/19/2026**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Mangaung Metro District
: Senior certificate, Diploma/Degree in nursing or equivalent qualification allows registration with SANC as a Professional. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing basic nursing qualification with a duration of at least 1 year, accredited with SANC in case of Government Notice No. R212 in the relevant specialty's minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nurse. Skills and Knowledge: Planning and organizing, effective communication skills, coordination skills, collaboration skills, computer literacy skills, time management skills, problem solving skills, numeracy skills, report writing skills, facilitation skills. ability to build and work as a team member.

DUTIES : Provision of quality comprehensive community health care. Provision of administration services. Provision of educational services. Usage of equipment and machinery. Research responsibility.

ENQUIRIES : Mr. TA Mokoqo, Assistant Director: Admin and Support at 067 422 5555

POST 17/152 : **PROFESSIONAL NURSE SPECIALTY PNB 1 REF NO: H/P/19/2026 (X6 POSTS)**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Universitas Academic Hospital
: Senior certificate, plus diploma/ degree in nursing that allows registration with the SANC. Current registration/APP license with the South African Nursing Council as Professional Nurse. (2026/2027) A post-basic nursing qualification with duration of at least one year in one of the following streams (Critical Care Nursing, Operating Theatre Technique, Oncology Nursing, Advanced Midwifery & Neonatology Nursing Science). **Grade 1:** A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as mentioned above. Skills and Knowledge: Excellent current clinical competencies and skills in the applicable area of specialty. Good organizational, collaborative and interpersonal skills. Computer literacy (Word & Excel) Honesty, integrity, and high work ethics.

DUTIES : Provide optimal, holistic specialized nursing care with adherence to the set norms, standards and applicable professional/ legal framework. Effective utilization of all resources within own sphere of influence to maintain costs within the allocated budget. (Human, consumables, assets) in accordance with the Supply Chain Management prescripts. Effective implementation of risk management strategy of the FSDoH to increase efficiency, reduce service delivery-related complaints and potential for litigation. Use relevant electronic data systems including manual source documents to record, capture, reconcile data and or manage the flow of information and communication within the area of specialty. Maintain professional growth/ ethical standards and self-development in line with the Nursing Education Framework.

ENQUIRIES : Mr. J.M. Radebe Tel No: (051) 405 3415

POST 17/153 : **PROFESSIONAL NURSE SPECIALTY (PNB1-2) REF NO: H/P/20/2026**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Fezile Dabi District

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic nursing qualification in Primary Health Care with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2026/2027). **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration with SANC as a Professional Nurse. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC as a professional Nurse. At least 10 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification of the period referred to above. Valid driver's license. Knowledge and Skills: Nursing care standards, processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act. Occupational Health and Safety Act. Patient Rights Charter. Batho Pele Principles, Nursing Strategy, Public Services Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Planning and Organizing skills, Effective Communication Skills, Co-ordination skills, Collaboration Skills, Computer Skills, Time Management Skills, Problem Solving Skills, Numeracy, Report writing Skills and Facilitation Skills.

DUTIES : Provision of quality comprehensive community health care: provide Primary Health Care: Provide curative health care services. Referral to health support services. (Rehabilitation, oral health, etc, Doctors, etc, specialist). Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promoting scientific quality nursing care. Individual consultation sessions. Identify community needs. Initiate minor ailments treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors visit. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessments of personal services delivery towards patients. Provision of Administration Services: plan and organize daily tasks in clinics co-operation with Clinical Manager. Complete and control Health Information data of all patients and activities as per policy. Ordering and control of stationary, medical stock, consumables as per delegation in absence of personal responsible for different services. Ensure safekeeping of stock and assets. Ordering and control of medication as necessary as per delegations in absence of pharmacist Assistant. Control of medication prescribed to patients as per EDI. Up to date knowledge of appropriate legislation. Regulations and departmental policies. Involvement with community meetings and committees in co-operations with Operational Manager. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: clinical teaching, training and continuous evaluation of sub-category nursing personnel and support services in the Manager. Teaching patients on a one-to one basis. Personnel development, ie. Assessing in-service training needs, planning and implementing of training programme in co-operation with Clinical Manager. Usage of equipment and Machinery: Usage of basic medical equipment. Cleaning, control and safekeeping of equipment. Research Responsibility: To assist in the regional and departmental projects. Direct and indirect involvement with medical research. Involvement with matching research to the needs of the community.

ENQUIRIES : Me. MN Daniels-Moeketsi at 083 369 0133/ Tel No: (016) 973 2402

POST 17/154 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO:H/A/17/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent qualification in Logistics / Supply Chain Management / Commercial / Economic / Financial services with 5-7 years of relevant experience in the Supply Chain Management field. 3 years' experience in a supervisory or managerial role. A valid driver's license (excluding persons with disabilities). Knowledge of LOGIS systems. Computer Literacy (MS Word, Excel, PowerPoint). Knowledge and Skills: Extensive knowledge of Supply Chain Management in the Public Sector. Knowledge of: Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Services Act,

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| <u>DUTIES</u> | : | Batho Pele Principles, Good written and communication skills, and Good managerial skills. |
| | : | Monitor and review the capturing of all physical (movable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management. Supervise employees to ensure sound physical asset management. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. |
| <u>ENQUIRIES</u> | : | Me. MJ Tsoeu Tel No: (051) 405 3911 |
| <u>POST 17/155</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/18/2026</u> |
| <u>SALARY</u> | : | R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Universitas Academic Hospital |
| | : | An appropriate recognized Bachelor's degree or equivalent qualification in Logistics / Supply Chain Management / Commercial / Economic / Financial services with 5-7 years of relevant experience in the Supply Chain Management field. 3 years' experience in a supervisory or managerial role. A valid driver's license (excluding persons with disabilities). Knowledge of LOGIS systems. Computer Literacy (MS Word, Excel, PowerPoint). Knowledge and Skills: Extensive knowledge of Supply Chain Management in the Public Sector. Knowledge of: Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Services Act, Batho Pele Principles, Good written and communication skills, and Good managerial skills. |
| <u>DUTIES</u> | : | Monitor and review the capturing of all procurement transactions. Monitor and review the allocation of goods received. Oversee and review the monitoring of goods and services in accordance with the relevant policy and procedures. Supervise employees to ensure sound Supply Chain management. Manage and direct the provision of demand and acquisition management services. Develop efficient and cost-effective supply chain strategies. Manage the institutional quotation process i.e. specification, evaluation, and adjudication processes in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage, and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. |
| <u>ENQUIRIES</u> | : | Me. MJ Tsoeu Tel No: (051) 405 3911 |
| <u>POST 17/156</u> | : | <u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: H/A/19/2026</u> |
| <u>SALARY</u> | : | R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Universitas Academic Hospital |
| | : | Senior Certificate, plus a relevant tertiary qualification in Supply Chain Management/ Public Management or equivalent at NQF level 7 as recognized by SAQA. A minimum of 3-year related asset management supervisory experience. Knowledge and Skills: Knowledge of Public Service Regulations. Public Services Act. PFMA and Treasury Regulations. Knowledge of LOGIS system and Preferential Procurement Policy Framework Act (PPPFA). Computer literacy, basic numeracy, excellent communication (verbal and written) and report writing. |
| <u>DUTIES</u> | : | Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management. |

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/157 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/20/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate, plus a relevant tertiary qualification in Supply Chain Management/ Public Management / Logistics or equivalent at NQF level 7 as recognized by SAQA. A minimum of 3 years of related SCM supervisory experience. LOGIS Certificates. Knowledge and Skills: Extensive knowledge of SCM in the Public Sector, PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Service Act and Batho Pele Principles. Knowledge of LOGIS system. Computer literacy (MS Word, Excel, PowerPoint). Good communication (verbal and written) and good managerial skills.

DUTIES : Receipt of all goods and services. Perform quantity and quality control. Allocation and management of warehouse items. Capturing of all received goods and services. Issuing of goods and services in line with departmental policies. The delivery of goods and services to the relevant stakeholders. Manage the allocated resources in line with legislative and departmental policy, directives, and comply with corporate governance and planning imperatives. Monitoring goods and services in line with SCM prescripts and according to the consumption rate. Compile reports and monitor usage. Monitor goods and services utilization functionality and financial performance. Maintain and improve the institutional supply chain management system in line with legislative requirements and the National Treasury's norms and standards. Supervise employees to ensure sound SCM. Manage and direct the provision of demand and acquisition management services. Develop efficient and cost-effective supply chain strategies. Manage the institutional quotation process (specification, evaluation, and adjudication) processes in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage, and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Provide effective and efficient inventory management. Provide effective and efficient fleet management.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/158 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: H/A/21/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Matric plus tertiary qualification in Human Resource Management or related areas at NQF 6. 3 years of relevant experience at a supervisory level. Relevant PERSAL certificates. Knowledge and Skills: Ability to communicate issues in a tactful manner, Problem-solving skills. Computer skills. Numeracy skills. Literacy skills. Knowledge of the PERSAL System. Knowledge of policies/ implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge and understanding of the Human Resource Management environment.

DUTIES : Rendering a professional human resource management service on: Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances, etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, temporary employment, verification of qualifications, secretariat functions at interviews, probationary periods, etc.). Address human resource management enquiries to ensure the correct implementation of human resource management administration. Prepare and consolidate reports on personnel administration issues. Provide inputs on the development/amendments of Human Resource Management Policies. Inform, guide, and advise the Department/ personnel on human resource administration matters to enhance the correct implementation of personnel

administration policies. Conduct HR Audits. Coordinate submission of information for audit queries. Monitor implementation of the Audit action plan. Attend to queries/ complaints pertaining to Human Resource Practices. Report on activities of the Sub-Directorate. Management of staff within the component. The development and updating of Job Descriptions for reporting staff. The performance management of staff within the component. Facilitation of training interventions. Give direction, guidance, and advice to staff within the component.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/159 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/22/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : NQF level 6 in Labour Relations or relevant qualifications as recognized by SAQA. A minimum of 3 years' experience in Labour Relations or relevant field. Computer literacy. Knowledge and Skills: Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of application of legislation, policies and resolutions, project management. Conflict resolution skills. Sound organizing and planning skills. Coordination skills. report writing skills. Ability to work under pressure and adhere to strict deadlines.

DUTIES : Provide support, advice and facilitate the implementation of labour relations framework in the Department through the following key performance areas: Ensure misconducts and dispute cases are handled promptly and effectively. Investigate cases and compile investigation reports. Draft sound charges of misconduct. Prepare witnesses for disciplinary hearing. Represent the department in disciplinary hearings. Represent the department in arbitrations. Ensure the facilitation of grievance resolution. Provide advice and development on labour relations matters. Prepare reports. Management of financial and human resources.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/160 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: H/A/16/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer, Bloemfontein

REQUIREMENTS : Senior certificate, plus Degree (NQF 7) in Human Resource Management/ Public Administration qualification as recognised by SAQA. A minimum of 3 years' experience in PMDS environment, of which 2 years should be on supervisory level. A valid driver's license. Knowledge and Skills: Policy analysis and development, Co-ordinating, monitoring and evaluation mechanisms, systems and processes, Labour Relations, Transformation, PMDS, All applicable legislations.

DUTIES : Facilitate the effective implementation of Performance Management and Development System in the department. Provide support and advice on moderation processes. Provide Training and development of employees on PMDS. Coordinate implementation of performance rewards. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/161 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: H/A/17/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer, Bloemfontein

REQUIREMENTS : Senior Certificate, plus Degree (NQF 7) in Organisational Development and/or business administration with an OD focus qualification. A minimum of 3 years' experience in Organisational Development environment, of which 2 years should be on supervisory level. Certificate in Business Process Mapping, JE initial and follow-up training Certificates and JE Panel Certificate. A valid driver license. Knowledge and Skills: Setting of norms & standards, knowledge cost

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| | | benefit analysis, HR Practices. Compilation of Job description, relevant legislations & policies, general office administration practices and PERSAL, Job Evaluation processes, compensate system, working knowledge of Org-Plus/ Visio, structure costing models, BPM & SOP techniques. Analytical, organising, presentation, computer, communication, interview, planning, supervising, problem solving, project management and conflict resolution. |
| <u>DUTIES</u> | : | Develop & maintain the organogram/s. Develop, review and analyse norms and standards. Conduct job evaluation on identified/prioritized jobs and advice on the application thereof. Provide advice on the development of job descriptions. Manage resources to ensure that the objectives of the component are achieved. |
| <u>ENQUIRIES</u> | : | Mr.DM Nkala Tel No: (051) 408 1000 |
| <u>POST 17/162</u> | : | <u>ASSISTANT MANAGER: NURSING: PNA7 REF NO: H/A/14/2026 (X1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R413 121 – R472 359 per annum Grade 2: R482 499 – R550 389 per annum Grade 3: R564 822 – R683 808 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Nketoana District Hospital |
| | : | Matric, basic qualification accreditation with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council. Current registration with the South African Nursing Council (SANC) Professional Nursing. A minimum of 8 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management Level. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer Literacy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks. |
| <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 health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources |
| <u>ENQUIRIES</u> | : | Mr SR Sithole Tel No: (058) 303 5123 |
| <u>POST 17/163</u> | : | <u>NUTRITIONIST REF NO: H/N/1/2026</u> |
| <u>SALARY</u> | : | Grade 1: R413 121 - R472 359 per annum Grade 2: R482 499 - R550 389 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements |
| <u>CENTRE REQUIREMENTS</u> | : | Fezile Dabi District |
| | : | Dietetics Degree/Minimum educational qualification: appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) as a Nutritionist, plus current HPCSA registration for 2026/2027. Registration with the HPCSA as Nutritionist. Grade 1: None after registration with HPCSA in respect of RSA – qualified employees. 1- year relevant experience after registration with the HPCSA as Nutritionist 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 Nutritionist in respect of RSA -qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Nutritionist 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 Nutritionist in respect of RSA – qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Nutritionist in respect of foreign qualified employees, of whom it is not required to perform community services as required in South Africa. |

Inherent requirements of the job: willingness to work as a Nutritionist within the multidisciplinary team. Knowledge and Skills: Effective interpersonal skills, planning and organizational skill and leadership qualities. Computer Literacy and Driver's License. Knowledge of current health and public legislation, regulations and policies. Knowledge in the application of Clinical Nutritionist, theory, practices and ethics. Applying of dietary principles as part of the treatment of an individual, relative to a specific disease and following prescription by a medical doctor. Establish and applying guidelines for maintenance of healthy nutritional practices for individuals. The establishing and applying of guidelines for adequate food and nutrition in institutions for healthy and or ill persons.

DUTIES : Supporting Primary Health Care facilities/ Clinics and rotate to clinics for therapeutic Nutrition, coordination, implementation, monitoring and Evaluation of policies and strategies on INP focus area and its activities namely disease specific, nutrition support on all INP programs, namely disease specific. Nutrition support, treatment and counselling, micro-nutrient and malnutrition Control, youth and Adolescent Food Service management, supplementary feed scheme. Growth monitoring and promotion, mother baby friendly initiative. Community based nutrition initiative, maternal nutrition. Nutrition education, promotion and advocacy. Working with the team responsible for data verification at clinic level. Control stock Equipment and materials, ensure accurate record keeping and reporting. Provide therapeutic counselling to patients. Strict Adherence to HPCSA and departmental policies. Carry out Duties as delegated to promote service delivery.

ENQUIRIES : Me. C De Vries at (083) 262 2163, Tel No: (016) 973 2402

POST 17/164 : **ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1 – 3 REF NO: H/E/4/2026 (X1 POST)**

SALARY : Grade 1: R413 121 – R472 359 per annum
Grade 2: R482 499 – R550 389 per annum
Grade 3: R564 822 – R683 808 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Bongani Regional Hospital, Welkom
: Senior certificate or equivalent qualification plus Diploma / Degree in Environmental Health and or an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Currently registered as an Independent Environmental Health Practitioner for 2026/2027. Grade 1; South African qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in of respect of employees who performed Community Service as required in SA. Foreign qualified employees: One 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service as required in SA. Hospital experience and extension knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, Verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid driver's license.

DUTIES : Waste management (ensure proper handling and monitor of general waste and health care risk waste) Safety Health Environment Risk and Quality (SHERQ) management. Waste quality monitoring (collection of water samples and analyzing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 17/165 : **ARTISAN FOREMAN GRADE A: FITTER & PLUMBER REF NO: H/A/23/2026 (X2 POSTS) (X1 FITTER & X1 PLUMBER)**

SALARY : R397 329 per annum, plus 13th Cheque, Homeowner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

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| <u>REQUIREMENTS</u> | : | Senior Certificate, plus appropriate trade test certificate as recognized by SAQA. A minimum of 5 years of experience as an Artisan. A completed apprenticeship and proof of passing a trades test in terms of the provisions of section 13(2)(h) 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. Knowledge and skills: Knowledge of Public Service legislation, policies, and procedures. Excellent time management. Written and verbal communication skills and report. Good interpersonal skills with colleagues and other departments. Honesty, integrity, and high work ethics. Computer literacy. Ability to read floor plans and schematic drawings. Steam reticulation maintenance. Steam boilers. Autoclave repair and maintenance. Fault-finding in general. Inspection of equipment according to set standards. Keep and maintain job cards and other registers. Maintain agreement with the development plan. Conversant with the OHS Act and regulations. Knowledge of generators and pumps. Welding. Application knowledge of generators, medium voltage substations & switch gears, ISOLOCS, PLC. Single-phase Wireman's license. Installation electrician. |
| <u>DUTIES</u> | : | Supervision and monitoring of completion of job requests (H24). Attend to job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment. Perform administrative functions. Supervision of staff. |
| <u>ENQUIRIES</u> | : | Mr. A. MPhale Tel No: (051) 405 3186 |
| <u>POST 17/166</u> | : | <u>LABOUR RELATIONS OFFICER (X2 POSTS)</u> |
| <u>SALARY</u> | : | R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE</u> | : | Universitas Academic Hospital Ref No: H/L/1/2026 Corporate Office: Bloemfontein Ref No: H/L/2/2026 |
| <u>REQUIREMENTS</u> | : | Recognized three-year degree/ diploma in Labour Law/ Labour Relations or equivalent qualification. Computer literacy. Knowledge and Skills: Labour Relations Legislation. Processes of labour relation matters. Good communication skills. Facilitation skills. Conflict resolution skills. Analytical skills. Presentation skills. Negotiation skills. Organising skills. Interpersonal relationship skills. |
| <u>DUTIES</u> | : | Handle misconduct cases, grievances and disputes in line with relevant legislation/ resolutions to ensure proper resolution thereof. Advice management on all labour relations matters in order to minimise unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Provide a secretariat service to the institutions consultative committee. |
| <u>ENQUIRIES</u> | : | Me. S Mpanza Tel No: (051) 405 3099 Mr. RS Khoali Tel No: (051) 408 1000 |
| <u>POST 17/167</u> | : | <u>SENIOR HUMAN RESOURCE OFFICER REF NO: H/S/1/2026 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R338 106 per annum plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE</u> | : | Universitas Academic Hospital (UAH). Bloemfontein |
| <u>REQUIREMENTS</u> | : | Senior Certificate, plus a Diploma in Human Resource Management or related areas qualification at NQF 6 as recognised by SAQA. A minimum of 3 years' experience in an HR environment. Relevant PERSAL Certificates. Knowledge and Skills: Working knowledge and understanding of the legislative framework governing the Public Service. Public Service Regulation 2016, as amended, and the Public Finance Management Act. Computer literacy, planning, and organization. Good communication (verbal and written). Teamwork, flexibility, and responsibility. |
| <u>DUTIES</u> | : | Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource |

administration enquiries. Allocate and ensure quality of work. Personnel development.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/168 : **ADMIN OFFICER REF NO: H/A/24/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Diploma in Office Administration. Grade 12 / National Senior Certificate. Computer literacy (MS Excel, Word, Outlook). Senior Certificate, plus Diploma (NQF 6) in Public Administration /Financial Management/ Accounting or related qualification as recognised by SAQA. A minimum of 3 years in PERSAL administration or finance environment. Knowledge and Skills: Knowledge of the PERSAL system, knowledge of HR and financial systems. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Strong analytical and numerical skills. Good communication, report writing and problem-solving skills. Ability to work under pressure and meet deadlines.

DUTIES : Administer and analyze expenditure by monitoring personnel-related expenditure, identifying variances, and providing accurate financial reports to support budgeting and decision-making processes. Manage and correct personnel linkages on the PERSAL system by ensuring that all employees are correctly linked to appropriate cost centres, departments, and funding sources, and by resolving any discrepancies timeously. Compile, verify, and analyze data from the PERSAL system to ensure accuracy, completeness, and alignment with reporting requirements. Ensure data integrity on the PERSAL system by regularly reviewing and updating employee information, detecting errors and implementing corrective measures to maintain reliable records. Provide administration support in financial and HR reporting by preparing reports, maintaining records, and assisting management with information required for audits and compliance purposes. Ensure compliance with relevant legislation, policies, and procedures, including the Public Finance Management Act (PFMA), Treasury Regulations, and departmental prescripts. Liaise with internal and external stakeholders, including HR, Finance, and other departments, to resolve PERSAL and expenditure-related queries and ensure efficient service delivery.

ENQUIRIES : Mr. K. Kwakwa Tel No: (051) 405 3287

POST 17/169 : **ADMIN OFFICER REF NO: H/A/25/2026**

SALARY : R338 106 per annum plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate plus a Diploma in Public Administration or a related qualification recognized by SAQA. A minimum of 3 years' experience in support services, facilities management, or a related administrative environment. Knowledge and Skills: Understanding of administrative systems within a Public Service environment. Ability to read, interpret, and write reports and correspondence. Excellent communication (verbal and written). Strong organisational and coordination skills. Computer literacy (MS Excel, Word, Outlook). Knowledge of Public Service Regulations, as amended.

DUTIES : Provide administrative coordination and management. Supervise the implementation of porter, housekeeping, cleaning, and laundry services. Provide financial administration support services in the component. Ensure full compliance with Occupational Health and Safety legislation and policies. Develop and implement systems for the control and distribution of PPE and cleaning materials. Supervise human resources/staff.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/170 : **ADMIN OFFICER REF NO: H/A/26/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate, plus Diploma in Public Administration or related qualification as recognized by SAQA. A minimum of 3 years of experience in an office administration environment. Knowledge and Skills: Understanding of

administrative systems within a public service environment. Excellent communication (verbal and written). Strong organizational and coordination, planning, and prioritization. Ability to read, interpret, and write reports and correspondence. Computer literacy (MS Excel, Word, Outlook)

DUTIES : Coordinate and monitor HR-related quality assurance and risk management processes within the institution. Compile and maintain reports on compliance with HR policies, audit findings, and risk registers. Assist in the implementation of audit action plans and monitor progress. Maintain and update the approved staff establishment in line with organizational structures. Compare approved posts with filled posts and identify any differences. Assist in monitoring funded and unfunded posts and providing reports. Support organizational structure alignment and post-provisioning processes. Coordinate and compile PMDS spreadsheets and reports for the institution. Monitor submission of performance agreements, reviews, and assessments. Ensure compliance with PMDS policies and timeframes. Provide administrative support during PMDS cycles and audits. Collect, verify, and analyze HR data for reporting purposes. Compile monthly, quarterly, and annual HR reports. Ensure accuracy and integrity of data on systems such as PERSAL. Maintain proper record-keeping and filing systems (manual and electronic). Provide administrative support to HR projects and operational activities. Prepare submissions and reports for management. Coordinate meetings, take minutes, and follow up on action items.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/171 : **STATE ACCOUNTANT REF NO: H/S/2/2026 (X3 POSTS)**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital
REQUIREMENTS : Senior Certificate, plus Diploma in Financial Management at NQF 6 or equivalent as recognised by SAQA. A minimum of 3 years' experience in finance environment. LOGIS/BAS Certificates. Knowledge and Skills: Knowledge of LOGIS/BAS and PERSAL. Knowledge of related policies, directives and legislation. Ability to communicate issues in a tactful manner. Problem solving skills, computer skills, numeracy skills, literacy skills, supervisory skills and analytical skills.

DUTIES : Supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes: Salaries (Payments, Deductions etc.)Tax (payment to SARS, calculation of Tax payable etc.),Debt, Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports).Banking, Revenue (Cashier) and Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). Maintain an effective and efficient claims recoverable and payable account for Provincial/ National Departments and outside institutions. Check and verify claims issued. Verify the clearing of all related ledger accounts through the compiling and processing of journals on the BAS. Verify all Sundry payments regarding claims payable. Monitor and verify all cheque payments. Compile weekly reminder letters for all outstanding claims older than 30 days. Compile monthly status and Key Control Matrix Report (KCM) on all outstanding interdepartmental claims. Forward monthly confirmation letters regarding outstanding balances. Provide first line support to the users of BAS. Assist with the management of new releases of BAS to officials in the department. Provide support on the following functional areas: Allocations, Bank service interface, Budgets, Debts, Disbursements, Entities, Interfaces for PERSAL, Bank, LOGIS and other systems Journals, Period opening and closing, Receipts, Reporting, Printing of payment stubs, Third party transport. Assist users with password resets and training nominations. Compile quarterly BAS user profile verification reports for BAS security management (User profiles and printers). Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. K. Kwakwa Tel No: (051) 405 3287

POST 17/172 : **SUPPLY CHAIN PRACTITIONER REF NO: H/S/3/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate plus, Diploma in Supply Chain Management/ Public Management/ Financial Management or equivalent qualification at NQF 6. LOGIS / BAS certificates. Knowledge and Skills: Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management Legislation/ Directives, LOGIS /BAS system, PFMA and SCM delegations. Communication, interpersonal skills, problem solving skills, computer skills, numeracy skills, literacy skills, supervisory skills, analytical skills and presentation skills.

DUTIES : Coordinate the implementation and maintenance of Supply Chain Management practices: Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.), assets (Disposals), loss Control, demands, acquisitions and approve transactions on LOGIS / BAS according to delegations. Inform other stakeholders about the changes made in the logistics management. Ensure that order register is used, updated and kept safe. Transactions are processed with the correct delegations (Financial, SCM and LOGIS). Follow up with Supplier in terms delivery on frequent basis. To follow up on unauthorized orders on weekly basis. Verify bank details before order authorized. Prepare and place orders at suppliers. Ensure all required or necessary documents are attached certified. Perform administrative related functions. Allocate and ensure quality of work. Personnel development. Assess staff performance. Ensure discipline of staff.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/173 : **TRANSPORT OFFICER REF NO: H/T/1/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior/ Grade 12 certificate. A three-year recognized qualification in Public Administration / Fleet Management couple with 2 years' experience in the transport environment. Valid driver's license. Knowledge and Skills: Knowledge of relevant transport policies and prescripts. analytical, good financial Management, computer literacy, communication (written and verbal), good interpersonal, Planning and organizing skills. Ability to work long hours independently. Ability to work under pressure.

DUTIES : Checking of the vehicle after each trip. Issuing of trip authorities. Completion of trip authorities. Ensure trips are authorised. Issuing of cars. Coordination of trips to ensure cost effectiveness. Overseeing of drivers. Safe keeping of car keys and petrol cards. Filling of petrol slips and invoices. Renewal of petrol cards. Checking license disc for expiring date. Check PDP of drivers for expiring date. Report lost petrol cards. Checking of log sheet on arrival · Do report of fleet on month end. Attend management meetings. Ensure cars are kept clean at all time Plan maintenance of cars. Ask for quotations for repairs. Do inspections on cars. Ensure that vehicles are serviced according to the travelled kilos. Check life span of vehicles. Report any accident Ensure training and development (in-service training of service). Conduct performance evaluation. Plan and manage leave and staff attendance. Mentoring. Inputs into planning of continuous development programmes. Do overtime of drivers.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/174 : **FOOD SERVICE MANAGER REF NO: H/F/1/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : A National Diploma in Food Service Management/Food and Beverage Management (3 years HET level) or BTech in food Service Management/Food and Beverage Management (4 years HET level) or relevant qualification. Minimum of three (3) years' supervisory experience in a hospital environment. Valid driver's license. Knowledge and Skills: Knowledge of National and Provincial policies, procedures, Acts and protocols related to quality assurance, infection control, hygiene and food safety within a healthcare setting. Sound knowledge of menu planning, standardized recipes and stock control processes. Computer literacy with proficiency in standard office applications. Ability to under pressure and manage multiple tasks effectively. Good report writing skills and the ability to compile accurate and concise reports. Ability to effectively manage teams and operations.

DUTIES : Ensure quality food provisioning for both normal and therapeutic diets (Menu planning and food preparation). Collaborating with registered dietitians to create patient menus, considering dietary restrictions, preferences, and special needs. Collaborating with medical staff to provide individualized patient nutrition care and plan modified diets. Ensuring patients are satisfied with their meals and addressing any complaints or concerns. Compiling of a demand plan for the food service unit). Procurement of food items using the correct supply chain procedures. Managing food inventory, ordering supplies, and controlling costs. Assist with good practices in health and safety measures. Implementing and maintaining food safety and sanitation procedures, ensuring compliance with health and safety regulations. Assist with good practices in hygiene. Overseeing food preparation, ensuring adherence to standardized recipes, portion control, and quality standards. Staying up-to-date on regulations and accreditation standards related to food service operations. Addressing challenges that arise in the food service department and implementing effective solutions. Evaluate and monitor performance of employees to ensure achievement of goals and objectives. Monitor the development of sub-ordinates. Develop and maintain employee motivation. Manage leave of sub-ordinates.

ENQUIRIES : Ms. M.R Tongwane, Food service manager Tel No: (051) 405 3911

POST 17/175 : **SECURITY MANAGER REF NO: H/S/4/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Homeowner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Universitas Academic Hospital
National Senior Certificate/ Grade 12. National Diploma NQF Level 6 in Security Management/ Security Risk Management or equivalent. 3 years' experience in a security management environment as a Security Officer Supervisor. Registration with PSIRA. A valid driver's license. Knowledge and Skills: Knowledge of the relevant Public Service Regulation, access control, security regulations, and procedures. Able to write, read and communicate at least two of the official languages applicable in the Free State. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available 24 hours. Ability to write reports. Computer skills. Communication skills.

DUTIES : Manage and monitor access control to the buildings: Define services that the visitors require and ensure that visitors are referred to the relevant service delivery point. Check the completeness of admission control registers. Provide admission control documents/cards as required. Ensure that visitors are escorted to relevant employees/venues. Ensure that unauthorized people and dangerous objects do not enter the building/ premises. Report breaches and follow up on incidents. Manage the undertaking of building/premises patrols. Ensure that all entrances are locked and unlocked, check water leaks and that taps are closed, identify and check fire hazards, exposed electricity contacts, and other fire hazards. Check that lights are switched on and off as required. Check and report suspicious objects and packages. Monitor application of emergency procedures. Ensure maintenance and safekeeping of equipment, documents, and stores of the Department. Check the completeness of registers to control the movement of equipment, stores, and documents that leave the building/ premises unauthorized. Analyse gathered information or reports on missing and stolen equipment and stores. Manage handling of documents as points of entry according to classification and the applicable prescripts. Ensure maintenance and safe record-keeping of registers. Check and verify all recorded incidents in the occurrence book/register. Check and verify all submitted weekly and monthly registers. Facilitation of procurement for security services. Check verity accuracy of work orders, time sheets, and invoices. Manage personnel, i.e., leave overtime, etc., maintain discipline, and ensure that Security Officers wear uniform at all times.

ENQUIRIES : Ms. S Mpanza, Deputy Director: HR and Admin Tel No: (051) 405 3099

POST 17/176 : **PERSONAL ASSISTANT (X2 POSTS)**

SALARY : R338 106 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer: Chief Financial Officer Ref No: H/P/20/2026
Corporat Officer: Chief Director: Financial Management Ref No: H/P/21/2026

| | | |
|----------------------------|---|---|
| <u>REQUIREMENTS</u> | : | Senior Certificate plus, Secretarial Diploma/Office Management qualification at NQF level 6 as recognized by SAQA. A minimum of 3 years' experience in rendering a secretarial support service to senior management. Knowledge and Skills: Good telephone etiquette. Computer literacy. Sound organisational skills. Good people management and interpersonal skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. |
| <u>DUTIES</u> | : | Receives telephone calls in an environment where, in addition to the calls for the Executive Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g.: fax machines and photocopiers are in good working order. Records the engagements of the Manager. Utilises discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safekeeping of all documentation in the office of the Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Progress, Monthly and Management reports Scrutinizes routine submissions/reports and make notes and/or recommendations for the Manager. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the manager and the section where required. Ensures that travel arrangements are well coordinated. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Manager as required. Coordinates logistical arrangements for meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Checks and correlates BAS reports to ensure that expenditure is allocate correctly. Compares the MTEF allocation with the requested budget and informs the Manager of changes. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Manager. Remains abreast with the procedures and processes that apply in the office of the Manager. |
| <u>ENQUIRIES</u> | : | Mr. TM Moremi Tel No: (051) 408 1000 Mr.C Eleftheriou Tel No: (051) 408 1000 |
| <u>POST 17/177</u> | : | <u>INTERNAL AUDIT REF NO: H/I/1/2026 (X4 POSTS)</u> Re-advertised |
| <u>SALARY</u> | : | R338 106 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements. |
| <u>CENTRE</u> | : | Corporate Officer, Bloemfontein |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree or equivalent qualification in Internal Auditing / Accounting / Risk Management. Valid Driver's License. Knowledge and Skills: Knowledge required: Knowledge of relevant Provincial and National legislation. Public Administration. PFMA, Treasury Regulations, Global IIA Standards, and other relevant policies & guidelines. Skills required: Policy analysis. Communication skills (Written and verbal). Planning. Analytical skills. Organizing. Problem solving. Time management. Client orientation and customer focus. Ability to work collaboratively with a range of internal services and external organizations in a facilitating, enabling, advisory or informative capacity. Functions under pressure. Knowledge of Teammate audit software. Qualification in Information Technology Audit and Financial Information Systems. 1-3 years' experience in audit environment (internship included) will be an added advantage. |
| <u>DUTIES</u> | : | Provide inputs in conducting risk assessments. Assist in planning and conduct audit assignments in accordance with audit methodology and Global Internal Audit Standards. Prepare audit programmes. Conduct audit assignments in accordance with audit methodology and Global Internal Audit Standards. Gather adequate, reliable and useful evidence. Assist in preparing draft audit reports for review by management. Conduct ad-hoc assignments and follow up audits. Assist in the administration of the Internal Audit activities. |

ENQUIRIES : Mr SM Lekola Tel No: (510) 408 1000

POST 17/178 : **HUMAN RESOURCE OFFICER (PERSAL) REF NO: H/H/1/2026**

SALARY : R237 453 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

CENTRE : Corporate Officer, Bloemfontein

REQUIREMENTS : Grade 12 or equivalent at NQF Level 4 as recognized by SAQA. Knowledge and Skills: HR Related prescripts and Acts. PERSAL System functionality. Excel skills. PERSAL Policy. PERSAL Delegations. PERSAL Helpdesk User Friendly Manual. Communication (verbal and written) Computer literacy (Word, Excel, Outlook), interpersonal and ability to work independently.

DUTIES : Assist in handling PERSAL Status report, Exceptional reports, Circulars, Practice Notes, monitoring letters, System Generated ID's, Work Permit Expiry according to pre-scribed guidelines. Clearing of the suspense file. Assist in handling SCC. Assist in handling of reset system and functionality of all users. Assist in registering PERSAL LU Name & IP address to enable new PERSAL User to access the PERSAL system from his/her own computer as well as enabling the restriction of access as per prescribed Treasury Regulations. Provide information on PERSAL related on request. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing document register of the unit. Update and maintain PERSAL Training Database (TMS System). Assist in co-ordinating PERSAL training Filing of all documents Monthly reporting and record keeping. Maintain PERSAL in terms of the National Minimum Information Requirements (NMIR). Check / Capture / Correct / Update personnel particulars. Capture inputs done at institutional level.

ENQUIRIES : Mr. KV Mofokeng Tel No: (510) 408 1000

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

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



- APPLICATIONS** : Applications should be submitted online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached.
- CLOSING DATE** : 08 June 2026 @00:00 midnight.
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021. Pre-entry SMS certificate is compulsory for SMS appointments. 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
- ERRATUM:** Kindly note that the following (2) SMS posts were advertised in Public Service Vacancy Circular 16 dated 15 May 2026: (1) Deputy Director General: Municipal Finance Management with Ref No: Refs/048597. (2) Chief Director: Public Finance with Ref No: Refs/048599. The closing date for the positions has been extended to 08 June 2026 @00:00 midnight.

MANAGEMENT ECHELON

- POST 17/179** : **DIRECTOR: OPEN TENDER SUPPORT REF NO: REFS/049767**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 266 714 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : Tertiary Qualification (NQF Level 7) in Supply Chain Management/ Logistics/ / Public Administration / Economics/ Commerce. 5 years of experience at a middle/senior managerial level. Public Service SMS Pre-entry Programme must be submitted prior to appointment. Valid driver's license.
- DUTIES** : Monitor, review, and provide oversight on procurement planning in the province. Provide mechanism/s on improving compliance and implementation

of planned procurement. Manage, provide oversight and report on the implementation of the Open Tender Process in the Province. Establish uniform processes and procedures across the supply chain operations to ensure consistency and reliability in the process. Ensure achievement of efficiency and effective operation of the unit. Understand, interpret and apply SCM prescripts. Data management to ensure accurate reporting. Manage the performance of probity auditing services to ensure effectiveness and value-add. Improve supply chain efficiencies and advance competence in supply chain development. Identify supply chain risks, develop and implement risk management strategies and contingency plans. Leverage technology to enhance supply chain operations and drive innovation. Provision of strategic leadership in the management of the supply chain. Lead and mentor the supply chain team, fostering a culture of high performance and professional development. Provide in-house SCM training and workshops on SCM reforms. Manage stakeholders. Foster collaborations with various business units.

ENQUIRIES : Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za
NOTE : The position is earmarked to address employment equity in terms of female and youth representation at Senior Management level.

OTHER POSTS

POST 17/180 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT ACQUISITIONS AND LOGISTICS REF NO: REFS/049768**
 Directorate: Office of the Chief Financial Officer

SALARY : R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Degree in Supply Chain Management / Procurement / Finance / B-Tech in Logistics. 3 - 5 years' experience in the Supply Chain Management environment at an ASD level. Driver's License.

DUTIES : To manage the sub-directorate, develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies. Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition and Logistics Management). Oversee the bidding process. Compilation of bid documents and advertisements. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms. Baleseng Sedibe Email: baleseng.sedibe@gauteng.gov.za

POST 17/181 : **DEPUTY DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: REFS/049769**
 Directorate: Financial Governance

SALARY : R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg
REQUIREMENTS : A tertiary qualification Degree (NQF level 7) as recognised by SAQA in Risk Management / Accounting/ Finance/Internal Auditing Membership to IRMSA is an added advantage. 3 - 5 years' experience in the Risk Management/Auditing field at Assistant Director level. Experience in team management/supervision. Drivers licence.

DUTIES : To promote and enforce Provincial Risk Management Services in Departments and delegated Municipalities. Monitor, enforce and report on Risk Management. Implementation in Departments and Municipalities. Provide support and capacity building to Provincial Departments and Municipalities. Development and maintenance of the Risk Profiles. Management and Administration. Technical support to sector departments. Ensure submission of accurate and timeous management reports. Perform operational planning and inputs into strategic planning. Monitor performance agreements and performance assessment of staff and quality control of work delivered.

ENQUIRIES : Mr. Tebogo Thobejane – email: tebogo.thobejane@gauteng.gov.za

POST 17/182 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/049770 (X3 POSTS)**
Directorate: Financial Governance

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/Finance/Auditing. 3 – 5 years' experience in Accounting or Auditing or Asset Management field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and Asset Management Frameworks. Knowledge and understanding of GRAP, GAAP and /or IFRIS Advanced excel (VLOOKUP function, Pivot table), PowerPoint and word.

DUTIES : Final review of draft AFS based on Audit Committee findings, Issue findings report where audit committee didn't approve the AFS. All GPG departments, trading and public entities IFS/AFS reviewed against the applicable accounting frameworks. Review (WIP) reports from the departments to identify project status. Update of GPG immovable asset register with completed projects. Master Data Clean-up for SAP implementation. Review of inventory reports submitted by GPG departments. Review close out reports on verification and ensure that the FAR is updated. All GPG departments monitored on annual asset verification process. Review (WIP) reports from the departments to identify project status. Review of section 40 reports within set timelines for both assets and inventory reports and update GPG Immovable Asset. Review progress on implementation against IFS. Tracking Implementation of Audit.

ENQUIRIES : Mr. Teneko Bangelo email: teneko.bangelo@gauteng.gov.za

POST 17/183 : **ASSISTANT DIRECTOR: ACCOUNTING COMPLIANCE (STATUTORY DEDUCTION MANAGEMENT) REF NO: REFS/049771 (X2 POSTS)**
Directorate: Financial Governance

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting/Finance. 3-5 years' experience in Statutory Deductions Management environment. Experience in use of PERSAL, BAS and SAP. Project management will be an advantage.

DUTIES : Contribute in innovation and project implementation. Manage staff and ensure achievement of Operational Plan targets. Review and approve claim letters to each owing department. Analyse; identify and break down for each department. Recover Interdepartmental debts and facilitate payments to 3rd party creditors. Implement process improvement processes. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management. Prepare inter-departmental statements. Provide CFO's, HR & Finance managers in GPG departments with monthly management, reports in relations to Statutory Deductions. Perform other value add services namely. Identify and prevent or recover fraudulent or incorrect payments. Monthly & Bi-Annual Tax and UIF Reconciliation. Resolve challenges on unresolved cases as reported by the Practitioner.

ENQUIRIES : Mr. Teneko Bangelo email: teneko.bangelo@gauteng.gov.za

POST 17/184 : **ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE REF NO: REFS/049772**
Directorate: Gauteng Audit Services

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Internal Audit, Certified Internal Auditor (CIA) Professional Internal Auditing (PIA), General Internal Auditing (GIA) and Internal Audit Technician (IAT) will be an added advantage. 3-5 years' experience as an Internal Auditor and driver's licence.

DUTIES : To conduct quality assurance reviews to ensure there is conformance to the Global Internal Audit Standards, assist with software administration, methodology development and maintenance. Develop and maintain GAS policies and methodologies: Implementation of the approved QA plan: Effective management of software quality control of all updates and changes to audit

ENQUIRIES

software: Ensure effective stakeholders management and marketing internal
audit: Staff development.
: Ms. Baleseng Sedibe Email: baleseng.sedibe@gauteng.gov.za

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998.



- APPLICATIONS** :
- Please note that applicants should only use one of the following methods when applying for a post: either through the online e-recruitment system, emailing the Z83 and CV directly to the relevant department, or submitting a hard-copy application as directed:
- Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphon Zangwa.
- “Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za All attachments for Email applications must include an application form Z83 and CV only combined in PDF and as one (1) document or attachment, indicating the correct job title and the reference number of the post on the subject line of your email Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs.”
- CLOSING DATE** :
- 12 June 2026 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** :
- All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za/vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and/or previous employer(s) apart from the referees listed. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based

assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to cover any travel and subsistence costs associated with recruitment processes. The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment

MANAGEMENT ECHELON

- POST 17/185** : **CHIEF DIRECTOR: ECONOMIC EMPOWERMENT REF NO: CD-ECO EMPOWER- 01/ MAY 2026**
Business Unit: Economic Empowerment
- SALARY** : R1 494 900 - R1 787 328 per annum (Level 14), (all-inclusive salary package to be structured under the rules of SMS)
- CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg
An appropriate Bachelor's Degree in Economics/Accounting/ Development Studies, Business Management at NQF level 7 as recognised by SAQA. Postgraduate qualification in an appropriate Bachelor's Degree will be an added advantage. A minimum of five years at a Senior Managerial level in one or more of the following areas: Economic Transformation, Economic Empowerment of target group (Women, Youth, People with Disabilities, Township/Rural Economies Revitalization, and Black Industrialists). Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment. A valid driver's licence. Skills, Training, and Competencies: The successful candidate must have broad knowledge and understanding of the programmes and activities of the Department; knowledge of socio-economic conditions in the Economic Development field, with particular emphasis on the Economic Empowerment of Youth, Women, and People with Disabilities. Knowledge of Provincial and National Economic Policies and Strategy, Dynamics of Economic Transformation in KZN Province, National Small Business Act, Integrated Small Enterprise Development Strategy, Broad-Based Black Economic Empowerment Strategy; Township and Rural Economies Revitalization, Developmental Priorities of KwaZulu - Natal Province. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of the National Development Plan and the Provincial Growth and Development Plan, Industrial Development Strategy, Integrated Policy Action Plan (IPAP 2, New Growth Path (NGP), and Provincial Growth and Development Strategy. Skills: Excellent communication and interpersonal skills, Excellent leadership skills, Ability to interpret and apply policy, Computer literacy, Strategic Planning, Project Management, Presentation skills, Negotiation skills, Report writing skills, Assertiveness skills, Coaching and mentoring skills, good planning and organizational skills, Well-developed analytical and research Skills
- DUTIES** : Facilitate and coordinate economic transformation operations and economic empowerment compliance in the province. Oversee the implementation of youth, women, and people with disabilities economic empowerment in the province. Facilitate and coordinate the localization of opportunities, townships, and rural economies revitalization in the province. Oversee the implementation of the Black Industrialist programme. Ensure the development and implementation of Economic Empowerment policies, strategies, programmes, such as risk and integrity management, Operation Sukuma Sakhe/ DDM.

Ensure effective management of the resources of the office of the Chief Directorate.

ENQUIRIES : Dr S Sibeta: Tel No: (033) 264 2612
NOTE : Preference will be given to Women, Youth and Persons with Disabilities who meet the requirements.

OTHER POSTS

POST 17/186 : **DEPUTY DIRECTOR: ECONOMIC ANALYSIS REF NO: DD- ECO ANALY 02/MAY 2026**
Business Unit: Economic Analysis

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree / Three-year National Diploma in Economics at NQF Level 6/7 as recognized by SAQA. A postgraduate degree will serve as an added advantage. A minimum of 3 years 'experience in junior management or at an economist level focusing on economic analysis, economic modelling, economic research, and statistical analysis. A valid driver's License. Skills, Training, and Competencies: The successful candidate must have rigorous and in-depth knowledge of economic analysis, applied statistics and econometrics, and policies in the Public Sector. Sound knowledge of Skills Development Act, National Development Plan, Project Management Principles, South Africa's Automotive Industry Master Plan, National Tourism Master Plan, South Africa Industry Development Plan, National Spatial Economic Development Plan, Provincial Spatial Economic Development Plan, South Africa Trade Policy, National Framework for Local Economic Development (LED), South Africa Macroeconomic Framework. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principles. Skills Ability to provide leadership in Provincial and National Economic Analysis, Forecasting, economic modelling, applied statistical data analysis, strategic Management and People Skills and use of advantaged excel and other data analysis tools, economic analysis, data analysis, policy development Communication skills (verbal and written), presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

DUTIES : Facilitate the conducting of in-depth economic analysis using advanced quantitative methods and tools; Facilitate the collection, organization, and validation of relevant economic data from various sources; Establish partnerships with relevant stakeholders in the economy sector; Develop economic analysis policies and strategies aimed at improving service delivery; Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. C Hamadziripi Tel No: (033) 264 2781
NOTE : All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male, and People with Disabilities who meet the requirements are encouraged to apply.

POST 17/187 : **DEPUTY DIRECTOR: TRADE PROMOTION FACILITATION REF NO: DD-TIPS 03/MAY 2026**
Business Unit: Trade And Sector Development

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree in Trade Economics/International Trade /Business Economics/Commerce Degree in Economics or Development Studies/Business Administration at NQF Level 7 as recognized by SAQA. An

Honours/ Master's Degree in any of the above fields will serve as an added advantage. A minimum of 3 years' junior management experience in the area of Trade and Investment Facilitation. Experience and knowledge of global, provincial, and national trade and investment issues and their implications for the provincial economy is also required. A valid driver's License is required. Skills, Training and Competencies: The successful candidate must have an in-depth knowledge of Provincial and National Trade and Investment strategies and frameworks as a prerequisite. Knowledge of the National Industrial Policy Framework, National Trade and Investment Policies and key Government initiatives in the area of trade and Investment, including but not limited to the African Continental Free Trade Agreement (AFCFTA), South African Customs and Excise Act, Transport and Logistics Strategy, Common Market for Eastern and Southern Africa (COMESA) Trade Regulations, World Trade Organization (WTO) Agreements, International Chamber of Commerce (ICC) Trade Regulations and Incoterms, Good knowledge of the Development of strategies and policy implementation according to agree norms and standards. Knowledge of National Development Regulations, National Development Plan, KZN Investment Strategy, KZN Export Strategy, Project Management Principle, Industry Policy Action Plan (IPAP), Special Economic Zones (SEZ) Act and SEZ Policy, Provincial Growth Development Strategy (PGDS), International Chamber of Commerce (ICC) Trade Regulations and Incoterms. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principle. Skills such as Communication at all level including Provincial Departments, Senior Management, and Private Sector Organization, strong research and analytical skills, sound leadership and interpersonal skills, management skills, strong coordinating and administrative capabilities, report writing, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

DUTIES : Facilitate the Development of systematic marketing products to promote Trade and Investment in the Province; Facilitate and Coordinate the implementation of Trade Promotion Policies; Facilitate engagements with social partners to ensure Industrial Development and Economic growth in the Province through Trade and Investment; Facilitate the utilization of transport and logistics as means of promoting economic growth in the Province; Manage the resources of the Sub-directorate.

ENQUIRIES : Ms. FF Pupuma Tel No: (033) 264 2543
NOTE : All the appointments will be made in accordance with the employment equity targets of the department, which is People with Disabilities, African Male, Coloured Male, and Indian Male Who meet the requirements are encouraged to apply. For People with Disabilities, reasonable accommodations will be provided for the application process and the job itself.

POST 17/188 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: CEO – EIM 04/MAY 2026**
 Business Unit: Environmental Quality Management

SALARY : R636 978 – R728 646 per annum, (OSD)
CENTRE : Umzinyathi District
REQUIREMENTS : The ideal candidate must have: An appropriate Honours or equivalent qualification in Natural Sciences, Environmental Management, Environmental Law, or Environmental Sciences. EAPASA Registration in terms of S24H of NEMA. 6 years' experience in Environmental Management, of which a minimum of 3 years must be in Environmental Impact Assessment (EIA). A valid driver's license. Skills, Training, and Competencies: The successful candidate must have practical knowledge of the Environmental Impact Assessment process; good working knowledge of Environmental Legislation and policies; knowledge and understanding of the environmental impact hierarchy and regulations; sound understanding of other integrated

environmental management tools; knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulation; Public Sector Regulations, Labour Relations Act. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Skills: Ability to communicate at all levels with relevant stakeholders. Ability to evaluate and review documents; Administrative management; Financial management; Project management; computer literacy, Report writing; Analytical and research skills; Presentation skills; decision making, people management; research skills; Conflict management; good interpersonal relations; problem solving; communication skills (verbal and written).

DUTIES : The incumbent will be required to: Facilitate and coordinate the EIA process, including the development of Environmental Authorizations, conditions of authorizations, and or exemptions. Facilitate and coordinate the dissemination of information and technical or procedural advice relating to impact management. Facilitate and coordinate the implementation of other IEM tools. Perform and manage administrative and related functions.

ENQUIRIES : Mr. T Gambu Tel No: (033) 328 8041
NOTE : All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) Years before any transfers within the department can be considered.

POST 17/189 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: CEO – CME 05/MAY 2026 (X2 POSTS)**
 Business Unit: Compliance Monitoring and Enforcement

SALARY : R636 978 – R728 646 per annum, (OSD)
CENTRE : King Cetshwayo
 Umgunkundlovu Districts

REQUIREMENTS : The ideal candidate must have: An appropriate Honours Degree in Environmental Management/Environmental Law/Natural Science field. Trained as an Environmental Management Inspector. A minimum of 6 years' experience in Environmental Management of which 3 years must be as an Environmental Management Inspector (EMI) within Compliance Monitoring and Enforcement, currently designated Environmental Management Inspectors within Compliance Monitoring and Enforcement will be an added advantage. A valid driver's license. Skills, Training, and Competencies: The successful candidate must have practical knowledge of Environmental Legislation; NEMA; Specific Environmental Management Acts (SEMAs); Public Service Regulations; Basic Conditions of Employment Act; Public Service Act; Criminal Procedure Act; Good working knowledge of Environmental Legislation and Policies; Knowledge and understanding of the regulatory framework for the Public Service e.g. PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act; Understanding the objectives and provisions of the National Environmental Management Act, 1998, the Environmental Conservation Act, 1989 and subordinate legislation. Skills: Computer literacy; presentation skills; report writing skills; analytical thinking; problem-solving skills; interpersonal relations; criminal investigation skills; communication skills (written and verbal).

DUTIES : The incumbent will be required to: Management of compliance monitoring including proactive sector compliance inspections and other projects. Management of criminal investigation processes including cases which result in criminal enforcement action according to the investigation protocol and department mandate. Management of administrative enforcement process, including drafting and issuing of legally defensible pre-notices, notices, directives and administration of legal correspondence and civil litigation. Management of compliance promotion/awareness programs. Management of administrative and related functions.

ENQUIRIES : Ms. Nokuthula Mthembu at 078 272 0598
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the

districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/190 : **ENVIRONMENTAL OFFICER GRADE: SPECIALISED PRODUCTION GRADE A-C (OSD): COMPLIANCE MONITORING AND ENFORCEMENT REF NO: EO SP – CME 06/MAY 2026 (X3 POSTS)**
Business Unit: Compliance Monitoring and Enforcement

SALARY CENTRE : R518 769 – R628 653 per annum, (OSD)

Districts:
Harry Gwala
Umzinyathi
Zululand

REQUIREMENTS : The ideal candidate must have: An appropriate Degree in Environmental Management, Environmental Law, Natural Sciences, or Environmental Sciences, or a relevant qualification; A minimum of three (3) years' experience in Environmental Management, of which one (1) year must be as an Environmental Management Inspector (EMI) within Compliance Monitoring and Enforcement. Designated as an Environmental Management Inspector as well as Honours or Postgraduate qualifications in Environmental Management, will serve as an added advantage. A valid driver's license (code B). Skills, Training, and Competencies: The successful candidate must understand the objectives and provisions of the National Environmental Management Act, 1998 and associated legislation, including Specific Environmental Management Acts (SEMAs); knowledge and understanding of the Criminal Procedure Act, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulation; Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders. Ability to evaluate and review documents; Administrative management; Financial management; Project management; computer literacy, Report writing; Analytical and research skills; Presentation skills; decision making, people management; Conflict management; good interpersonal relations; problem solving; communication skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment, and working under pressure.

DUTIES : The incumbent will be required to: Conduct compliance monitoring and proactive sector compliance inspections; Conduct all criminal investigations which result in criminal enforcement section according to the investigation protocol and departmental mandate; Performing administrative enforcement process, including drafting of legally defensible pre-notices, notices, directives and administrative of legal correspondence and civil litigation; Participate in Compliance Promotion/ Awareness; Perform administrative and related functions.

ENQUIRIES : Ms. Nokuthula Mthembu Tel No: (033) 328 8021

NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/191 : **ASSISTANT DIRECTOR: POLICY AND LEGISLATION REF NO: AD REG SERV 07/MAY 2026 (X2 POSTS)**
Business Unit: Regulation Services

SALARY CENTRE : R487 197 - R573 897 per annum (Level 09)

: Head Office: Pietermaritzburg

REQUIREMENTS : An appropriate NQF Level 7 in Public Policy, Policy Development as recognized by SAQA. An LLB Degree will serve as an added advantage. A minimum of 3 years' administrative/ practical work experience within an Economic Development, Research, Legislative, or Policy Development environment. A valid driver's License. Skills, Training and Competencies: The successful candidate must have an in-depth knowledge of legislations pertaining to Liquor, Gaming and Betting, formal and informal Business Regulations, and Consumer Protection Services both Nationally and provincially and internationally, Business Act of 1991, PFMA, Various Economic Policies of Government, Public Service and its Regulations, Labour

Relations Act, Employment Equity Act, Skills Development Act, Public Finance Management Act, Human Rights, Gender Equity Policy, Computer Literacy, Knowledge of Batho Pele Principles, Knowledge of Management Principles, Policy formulation, policy analysis, interpretation of policy and interpretation of statute, research and legislative processes, Public services reporting procedures and work environment, Broad Knowledge of the Department's strategic plan, Broad knowledge of the public entity responsible for liquor strategic plan. Skills such as Administrative management, Financial management, Project management, Analytical and research skills, Excellent communication and interpersonal skills, Excellent Leadership skills, Ability to interpret and apply policy, Computer literacy, Public Relations, Presentation skills, Negotiation skills, Report Writing skills, Facilitation skills, Research Skills, Conflict management skills, Co-ordination, Public speaking skills, Basic driving skills. Attributes such as Decision Making, Caring and Supportive, Ethics and Integrity, Accountability, Transparency, Innovation, Professionalism, Commitment, Honesty, Dedication, and Leadership.

DUTIES : Implement programmes of action relating to Business Regulatory Reforms; Develop and drive research initiatives to drive Policy and Legislative mandate pertaining to KZN Business Regulatory environment; Provide regulatory support on processing Appeals to the MEC for identified sectors; Monitor regulatory changes and industry trends that may impact on the Province's legislative mandate relating to business regulatory environment and propose strategies to effectively influence outcomes on relevant matters; Provide support in coordinating and conducting public consultations in relation to policies and legislations reviewed and developed.

ENQUIRIES : Mr. S Ngubane at 079 492 0974
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply.

POST 17/192 : **ENVIRONMENTAL OFFICER GRADE A-C: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: EO-CME 08/MAY 2026 (X12 POSTS)**
 Business Unit: Compliance Monitoring and Enforcement

SALARY : R357 597 – R395 352 per annum, (OSD)
CENTRE :

Districts:
 Ethekwini (X3 Posts)
 Umgungundlovu (X2 Posts)
 Harry Gwala
 Ugu
 Ilembe
 King Cetshwayo
 Amajuba
 Umzinyathi
 Uthukela

REQUIREMENTS : The ideal candidate must have: An appropriate Degree in Environmental Management/ Natural Sciences/ Environmental Law, or relevant qualification; A minimum of one to two (1-2) years' experience in Environmental Management. Trained as an Environmental Management Inspector, as well as Honours or Postgraduate qualifications in Environmental Management/ Natural Science/ Environmental Law, will serve as an added advantage. A valid driver's license (code B). Skills, Training, and Competencies: The successful candidate must have practical knowledge of Environmental legislation (NEMA), Specific Environmental Management Acts (SEMAs); good working knowledge of Environmental Legislation and policies; Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge and understanding of the Regulatory Framework for the Public Service, e.g. Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders. Ability to evaluate and review documents; Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and research skills; Presentation skills; decision making, people management; Conflict management; good interpersonal relations; problem solving; communication skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.

DUTIES : The incumbent will be required to: Provide proactive Compliance Monitoring which triggered by the Environmental Authorisations/ Permits/ Licences/ Environmental Management Plans (EMP); Conduct Sector Compliance Inspections and other projects which would be triggered by identified issues in a particular area with/without Environmental Authorisation; Provide reactive Compliance Monitoring; Conduct Compliance Enforcement operations including Biodiversity Conservation matters)- Participate in compliance promotion and awareness workshops/campaigns; and Perform all administrative and related functions.

ENQUIRIES NOTE : Ms. Nokuthula Mthembu Tel No: (033) 328 8021
: NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/193 : **ENVIRONMENTAL OFFICER GRADE A-C: AIR QUALITY MANAGEMENT REF NO: EO – AQM 09/MAY 2026**
Business Unit: Environmental Quality Management

SALARY CENTRE REQUIREMENTS : R357 597 – R395 352 per annum, (OSD)
: Head Office
: The ideal candidate must have: An appropriate Bachelor's Degree in Environmental Science / Environmental Management / Natural Sciences/ Environmental Law, or Chemical / Electrical Engineering; A minimum of one to two (1-2) years' relevant experience in Environmental Management/Air Quality Management. A valid driver's license (code B). Skills, Training, and Competencies: The successful candidate must have a good working knowledge of Environmental Legislation and Policies; Knowledge and understanding of the environmental impact hierarchy and regulations; a sound understanding of other integrated environmental tools. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge of legal compliance, Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders; Ability to evaluate and review documents; Technical Report writing, Scientific Methodologies and Models, Professional Judgement, Policy Development and Analysis, Scientific Presentation, Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations; Problem Solving; Communication Skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.

DUTIES : The incumbent will be required to: Contribute towards the development and administration of Air Quality Management Systems and Policies; Provide technical and subject specific comments and advice on basic technical reports; Provide support in the development and implementation of specific projects; Provide support with regards to compliance monitoring and compliance with respect to statutory obligations; and Perform all administrative and related functions.

ENQUIRIES NOTE : Mr. Thabani Gambu Tel No: (033) 328 8041
: NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/194 : **ENVIRONMENTAL OFFICER GRADE A-C: POLLUTION AND WASTE MANAGEMENT REF NO: EO – PWM 10/MAY 2026 (X6 POSTS)**
Business Unit: Environmental Quality Management

SALARY : R357 597 – R395 352 per annum, (OSD)

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| <u>CENTRE</u> | : | Districts: Umkhanyakude Uthukela Umzinyathi Ugu Harry Gwala Umgungundlovu |
| <u>REQUIREMENTS</u> | : | The ideal candidate must have: An appropriate Degree in Environmental Management/ Natural Sciences, and Environmental Law. A minimum of one to two (1-2) years' relevant experience in Environmental Management, preferably in Pollution and Waste. A valid driver's license (code B). Proof of registration with EAPASA as an EAP/candidate EAP or evidence of awaiting a decision on a submitted EAPASA application for registration will be an added advantage. Skills, Training, and Competencies: The successful candidate must have a good working knowledge of Environmental Legislation and Policies focus on Pollution and Waste Management; Knowledge and understanding of the objectives and provisions of the National Environmental Management Act, 1998; National Environmental Management Waste Act, and subordinate Legislation. Good working knowledge of Waste Licensing procedures, and experience of Environmental Auditing and Inspection methodologies. Knowledge of Waste Management Legal Frameworks in SA; Sound understanding of other integrated Environmental Tools. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders; Ability to evaluate and review documents; Technical Report writing, Environmental Auditing, Policy Development and Analysis, Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations; Problem Solving; Communication Skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment. |
| <u>DUTIES</u> | : | The incumbent will be required to: Manage waste-related information and integration of waste management considerations in planning initiatives; Administer legislative obligations in terms of the approval and compliance monitoring of waste management activities; Respond to waste-related or pollution complaints and incidents; Promote best practice and entrepreneurship in waste management; and Perform all administrative and related functions. |
| <u>ENQUIRIES</u> | : | Mr. Thabani Gambu Tel No: (033) 328 8041 |
| <u>NOTE</u> | : | NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered. |
| <u>POST 17/195</u> | : | <u>ENVIRONMENTAL OFFICER GRADE A-C: ENVIRONMENTAL IMPACT ASSESSMENT REF NO: EO – EIA 11/MAY 2026 (X5 POSTS)</u> Business Unit: Environmental Quality Management |
| <u>SALARY</u> | : | R357 597 – R395 352 per annum, (OSD) |
| <u>CENTRE</u> | : | Districts: Ugu Harry Gwala Ethekwini Umgungundlovu (X2 Posts) |
| <u>REQUIREMENTS</u> | : | The ideal candidate must have: An appropriate Bachelor's Degree in Environmental Science / Environmental Management / Natural Sciences/ Environmental Law; A minimum of one to two (1-2) years' experience in Environmental Management. A valid driver's license (code B). Proof of registration with EAPASA as an EAP/candidate EAP or evidence of awaiting a decision on a submitted EAPASA application for registration. Skills, Training, and Competencies: The successful candidate must have a good working |

knowledge of Environmental Legislation and Policies; Knowledge and understanding of the environmental impact hierarchy and regulations; a sound understanding of other integrated environmental tools. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge of legal compliance, Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders; proven verbal and written communications skills; fully computer literate; Problem solving, interpersonal relations, Ability to evaluate and review documents; Technical Report writing, Policy Development and Analysis, Scientific Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations. Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.

DUTIES : The incumbent will be required to: Evaluate Environmental Authorisation applications; Provide technical and procedural advice on environmental issues; Provide internal cooperation, liaison, and support in the unit; and Perform all administrative and related functions.

ENQUIRIES : Mr. Thabani Gambu Tel No: (033) 328 8041
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/196 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS SERVICES REF NO: SCM CLERK – LOG SERV 12/MAY 2026 (X2 POSTS)**
 Business Unit: Supply Chain Management

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : The ideal candidate must be in possession of an appropriate Grade 12/ Matric Senior Certificate with Accounting, Mathematics, and English, coupled with a basic understanding of the SCM environment. A valid driver's License. Skills, Training, and Competencies: The successful candidate must have a good working knowledge of Knowledge of Public Finance Management Act and Treasury Regulations; Knowledge of Basic Accounting System; Supply Chain Management framework and Principles; Knowledge of Procurement Processes; Basic principles and practices of storekeeping; Batho Pele principles; Code of Conduct for SCM Practitioners; Constitution of the Republic of South Africa no 108 of 1996; Departmental procurement procedures; Public service act; and Labour relations act. Skills: Analytical Skills; Computer literacy Skills; Interpersonal Relations skills; Time Management skills; Computer literacy; Organizing & Planning skills; Language Proficiency, listening skills, Communication skills (verbal and written), Analytical skills, Time Management skills, Problem solving skills. Values/ Attributes: Teamwork, Honesty, Responsibility, Reliability, Accuracy, Correctness, Initiative, and Quality of Work.

DUTIES : The incumbent will be required to: Provide all travel and accommodation activities for departmental staff, conduct issuing of orders; Provide capturing orders on BAS; Provide Entity Registration on BAS; Store/inventory management; and support logistics policies and procedures implementation.

ENQUIRIES : Mr P Nxele at 060 920 4651
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply.

POST 17/197 : **SECRETARY TO DIRECTOR: STRATEGIC PLANNING MANAGEMENT REF NO: SEC TO DIR-STR PLN 13/MAY 2026**
 Business Unit: Strategic Planning

SALARY : R237 453 – R279 708 per annum (Level 05)

- CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg
 : The ideal candidate must be in possession of a Grade 12 certificate with typing as a subject, or any other training course/qualification that will enable the incumbent to perform the work satisfactorily. Secretarial or Administrative certification is an advantage. Practical experience in rendering secretarial/administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have: Knowledge of relevant legislation/ policies/ prescripts and procedures. Reporting formats/templates of the organisation. Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minute-taking, Sound organizational skills, good telephone etiquette, and a high level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect, and a high level of reliability.
- DUTIES** : The successful candidate will be required to: Provide a secretarial/receptionist support service to the Director, i.e., receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaise with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arrange meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Process the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Arrange meetings and events for the Director, record minutes of the meeting of the Director, does the filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director.
- ENQUIRIES** : Ms. N Khuzwayo Tel No: (033) 264 2691
- NOTE** : NB: All the appointments will be made in accordance with the employment equity targets of the department. People with Disabilities are encouraged to apply. This post is only open to people residing in KwaZulu-Natal.
- POST 17/198** : **SECRETARY TO DIRECTOR: ENVIRONMENTAL QUALITY MANAGEMENT**
REF NO: SEC TO DIR ENV QUALITY MAN 14/MAY 2026
 Business Unit: Environmental Quality Management
- SALARY** : R237 453 – R279 708 per annum (Level 05)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Grade 12 Certificate or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have: Knowledge of relevant legislation/ policies/ prescripts and procedures. Reporting formats/templates of the organisation. Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service

Regulations, Service Delivery (Batho Pele). Skills: Minute-taking, Sound organizational skills, good telephone etiquette, and a high level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect, and a high level of reliability.

DUTIES : The successful candidate will be required to: Provide a secretarial/receptionist support service to the Director, i.e., receive telephone calls and refer the calls to the correct role players if it is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Arrange meetings and events for the Director, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director.

ENQUIRIES : Mr. T Gambu Tel No: (033) 382 8041
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department. People with Disabilities are encouraged to apply.

POST 17/199 : **DRIVER/MESSENGER: RECORDS MANAGEMENT REF NO:**
DRIVER/MNGR -REC MAN 15/MAY 2026
 Business Unit: Auxiliary Services

SALARY : R201 093 – R236 877 per annum (Level 04)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Applicants must have Grade 12 Certificate plus a Code B driver's license – light motor vehicles. Applicants must have a minimum of 1 year of driving experience. PDP will be an added advantage. Skills, Training, and Competencies: The successful candidate must have: Knowledge and understanding of the regulatory framework for Public Service, e.g. Public Service Act, Public Service Regulations, working knowledge of the Departmental policies and circulars, Public Service, Motor vehicles. Self-motivated and ability to work independently towards predetermined deadlines. Skills: Communication (verbal and written), Good inter-personal relations, Record maintenance, Driving. Values/Attributes: Reliability, Dependable, Initiative, Punctuality, Honesty and integrity, Commitment. Interpersonal skills.

DUTIES : Drive Light and medium motor vehicles to transport passengers and other items (mail, documents, and assets transferred); Conduct routine maintenance on the allocated vehicles and report defects in time; Complete all the required and prescribed records and log books with regard to the vehicle and goods handled; Provide Messenger and General Support Services.

ENQUIRIES : Mr M Magubane at 060 564 3063
NOTE : All the appointments will be made in accordance with the employment equity targets of the department, which is African male, coloured male, Indian male, and people with disabilities are encouraged to apply.

DEPARTMENT OF TREASURY

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

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).

FOR ATTENTION : Ms N Cele
CLOSING DATE : 05 June 2026

NOTE

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

MANAGEMENT ECHELON

POST 17/200

: **DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT REF NO: KZNPT 26/11**

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 per annum, all-inclusive package
: KZN Provincial Treasury, Pietermaritzburg
: A NQF Level 7 Degree in Quantity Surveying, Civil Engineering, and Project Management in the built environment. SMS Pre-entry Certificate, training in cost benefit analysis model building. 5 years middle / senior managerial experience in a relevant infrastructure environment. SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Financial Management. Personnel Management. Public Finance Management Act (PFMA). Administrative Procedure. Municipal Finance Management Act (MFMA). Division of Revenue Act (DoRA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Provincial Procurement Act and regulations. Public Finance Management Act – Best Practices. National Treasury Guideline documents. South Africa's Fiscal and Monetary Policy. Provincial policy priorities. Budget formulation. Legislation applicable to allocated departments. Code of conduct. Political and socio-economic environment surrounding. allocated departments. Labour Relations Act. Employment Equity Act. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical Diplomacy. Computer literacy. Time management. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Human Resource Management. Project Planning and Management. Policy analysis and development. Strategic management.

DUTIES

: Co-ordinate and manage the Provincial Infrastructure portfolio. Compile the Estimate of Capital Expenditure. Monitor, Evaluate and Report on Provincial Infrastructure Programmes. Support to the internal and external stakeholders. Manage the implementation of policies. Manage Resources of the Directorate.

ENQUIRIES

: Mr. G Kanyika Tel No: (033) 897 4426

OTHER POSTS

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| <u>POST 17/201</u> | : | <u>PROVINCIAL INFRASTRUCTURE SPECIALIST REF NO: KZNPT 26/12</u> |
| <u>SALARY</u> | : | R932 292 per annum, all-inclusive package |
| <u>CENTRE</u> | : | KZN Provincial Treasury, Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | A 3-year NQF Level 7 Degree in n Quantity Surveying, Civil Engineering, and Project Management in the built environment. 3-5 years junior management experience in a relevant infrastructure environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Financial Management. Administrative Procedures. Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Division of Revenue Act. Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Provincial Procurement Act and regulations. Public Finance Management Act – Best Practices. National Treasury Guideline documents. South Africa's Fiscal and Monetary Policy. Provincial policy priorities. Budget formulation. Legislation applicable to allocated departments. Political and socio-economic environment surrounding allocated departments. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical. Computer literacy. Time management. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision. |
| <u>DUTIES</u> | : | Analyse infrastructural needs in provincial departments. Develop policy options for infrastructure development in the provincial departments. Co-ordinate infrastructure planning in provincial departments. Monitor, evaluate and report on provincial departments infrastructure progress. Maintain provincial departments infrastructure database. |
| <u>ENQUIRIES</u> | : | Mr. G Kanyika Tel No: (033) 897 4426 |
| <u>POST 17/202</u> | : | <u>PPP PROJECT CO-ORDINATOR REF NO: KZNPT 26/18</u> |
| <u>SALARY</u> | : | R487 197 per annum |
| <u>CENTRE</u> | : | KZN Provincial Treasury, Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | A 3-year NQF Level 7 qualification in Economics / Finance. A minimum of 3-years' experience in Financial Modelling, Financial Analysis and Project Finance in a financial sector. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Skills, Knowledge and Competencies: Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures. Extensive working knowledge of public sector, public entities and including local government sphere. Extensive knowledge of project finance. Extensive knowledge of accounting and payroll systems. Extensive knowledge of risk management. Constitution of the Republic of South Africa, 1996. Public Finance Management Act, Treasury Regulations and PPP manuals/guidelines. Municipal Finance Management Act. Municipal Structures Act. KwaZulu-Natal Internal Audit Act. KwaZulu-Natal Procurement Act. and Regulations. KwaZulu-Natal Direct Charges Act. Income Tax Act. Preferential Procurement Policy and BBB-EE Act. Banking Act. Provincial Borrowing Powers Act. Division of Revenue Act. Adjustments Appropriation Act. Public Service Act & Public Service Regulations. Labour Relations Act. Employment Equity Act. Organising. Planning. Facilitation and presentation. Problem solving. Diplomacy. Research. Analytical. Time management. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Legal administration. Technical. Self-disciplined and able to work under pressure with minimum supervision. Management. Policy analysis and development. Strategic management and planning. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet. |

- DUTIES** : Provide PPP transversal support services to the Departments, Municipalities and Public Entities. Facilitate the procurement of PPP projects by the Department, Municipal and Public Entities. Facilitate the implementation of PPP project by the Department, Municipal and Public Entities. Monitor and evaluate on PPP closed projects by Departments, Municipalities and Public Entities. Facilitate the commissioning of case studies on closed PPP projects. Provide advice, guidance and input to policy and on all transversal PPP projects.
- ENQUIRIES** : Mr. G Kanyika Tel No: (033) 897 4426
- POST 17/203** : **ASSISTANT DIRECTOR: INFRASTRUCTURE AND SPATIAL PLANNING REF NO. KZNPT 26/22**
- SALARY** : R487 197 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF Level 7 qualification with Geographic Information Systems (GIS) as a major. A minimum of 3-years in a GIS environment within infrastructure planning and delivery. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Division of Revenue Act. Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Public Finance Management Act – Best Practices. Provincial policy priorities. Political and socio-economic environment surrounding allocated departments. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical. Computer literacy. Time management. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision.
- DUTIES** : Support, Monitor and Oversee Infrastructure Delivery Management Improvement. Support, monitor and oversee Infrastructure Portfolio Planning. Conduct Infrastructure Spatial Planning. Support, monitor and oversee Infrastructure Project/Programme Review. Oversee and Monitor Operations, Maintenance and Services.
- ENQUIRIES** : Mr. G Kanyika Tel No: (033) 897 4426

**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.

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| <u>APPLICATIONS</u> | : | 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. Applications on e-Recruitment system: Applicants should apply through the following website: https://erecruitment.limpopo.gov.za |
| <u>CLOSING DATE</u> | : | 05 June 2026 @ 16h30 |
| <u>NOTE</u> | : | All costs associated with an application will be the responsibility of the applicant. 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 Professionalisation Volume 1, paragraph 1.30. The applicant confirms and comes to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submits 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. NB** No faxed or emailed applications will be considered. 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. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. The selection panel will, following the interview recommend a candidate 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. 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, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the 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 licence (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.

MANAGEMENT ECHELON

- POST 17/204** : **CHIEF DIRECTOR: BUSINESS REGULATIONS & GOVERNANCE REF NO: C5/26/1**
 Directorate: Business Regulations & Governance
- SALARY** : R1 494 900 – R1 787 328 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% 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

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| <u>CENTRE REQUIREMENTS</u> | : Head Office: Polokwane : An undergraduate qualification (NQF 7) in Business Administration / Public Administration / Economics / Business Studies / Management Studies / Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by SAQA. A post graduate qualification will be an added advantage. Five (5) years of experience at senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Delegation and leading. Skills and Knowledge: Knowledge of the legislative framework governing Business Regulations and Consumer Affairs. Knowledge of policy and legislation development and analysis. Communication and negotiation skills. Policy formulation. Conflict management skills. Administrative skills. Report writing skills. Computer literacy. Planning and coordination skills. |
| <u>DUTIES</u> | : Management of the Business Regulation and Governance Chief Directorate. Implementation of the Limpopo Business Registration Act (LIBRA). Provide leadership on the promotion of a healthy and fair-trading environment within the Liquor Industry. Management of all Business Registration centres in the province. Implementation of the Limpopo Liquor Act. Implementation of the Consumer Protection Act and the Limpopo Consumer Protection Act. Promote and co-ordinate the provision of consumer protection services. Develop and facilitate policy development and strategic and business plans. Provide co-ordination, integration and interaction with national and local partners and stakeholders. Provide support services and facilitate compliance by the Liquor Board, Liquor Appeal Tribunal, Provincial Liquor Policy Council, Gambling Board and Consumer Court to relevant legislations. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation. |
| <u>ENQUIRIES</u> | : Ms WA Klaassen Tel No: (015) 293 8691 |
| <u>POST 17/205</u> | : <u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: C5/26/2</u> Directorate: Corporate Services |
| <u>SALARY</u> | : R1 494 900 – R1 787 328 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% 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. |
| <u>CENTRE REQUIREMENTS</u> | : Head Office: Polokwane : An undergraduate qualification (NQF 7) in Business Administration / Public Management / Public Administration / Human Resource Management / Law / Security Management / Labour Relations Management or equivalent as recognized by SAQA. Five (5) years of experience at senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Skills and Knowledge: Extensive understanding and in-depth knowledge of the legislative framework governing Public Service. Proven knowledge and experience in the corporate service environment. Computer literacy. |
| <u>DUTIES</u> | : To provide strategic leadership and coordination of Corporate Support Services. Provide high level strategic leadership and direction on policies and programmes and implementation within the Chief Directorate. Manage and coordinate the provision of human resources management services (HRM, HRD, PMDS and Employee Relations). Manage and coordinate the provision of employee health and wellness services. Manage and coordinate the provision of security and facility management services. Manage and coordinate the provision of legal administration services. Manage and coordinate the provision of information technology services. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation. |
| <u>ENQUIRIES</u> | : Ms WA Klaassen Tel No: (015) 293 8691 |

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| <u>POST 17/206</u> | : | <u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: C5/26/3</u> Directorate: Human Resource Management & Development |
| <u>SALARY</u> | : | R1 266 714 – R1 492 122 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane An undergraduate qualification (NQF 7) in Human Resource Management / Human Resource Development / LR / LLB / OM / Public Management / Public Administration or equivalent as recognized by SAQA. Five (5) years of experience at middle/senior managerial level in Human Resource Management. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Skills and Knowledge: Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulation, Basic Conditions of Employment Act, Labour Relations Act, etc. Sound and in-depth experience and knowledge of relevant prescripts, and application of human resource practices and procedures. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Communication skills. Computer literacy. |
| <u>DUTIES</u> | : | Manage and facilitate development and implementation of HRM&D policies, strategic and operational plans. To manage and facilitate the provision of Human Resource Planning and Recruitment Services. Manage and ensure the implementation of Conditions of Services. Manage and ensure the implementation of Skills Development and Bursaries. Manage the provision of Organisational Development Services. Manage and coordinate the implementation of Performance Management System. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | Ms WA Klaassen Tel No: (015) 293 8691 |
| <u>POST 17/207</u> | : | <u>DIRECTOR: COMMUNICATION SERVICES REF NO: C5/26/4</u> Directorate: Communication Services |
| <u>SALARY</u> | : | R1 266 714 – R1 492 122 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane An undergraduate qualification (NQF 7) in Communications / Digital Marketing / Journalism / Media Studies / Public Relations or a related media studies field as recognized by SAQA. A post-graduate qualification with a marketing or strategic communication focus is highly advantageous. Five (5) years of experience at middle/senior managerial level in Communications, with significant emphasis on Journalism / Media Studies / Public Relations / Digital Marketing and strategy field. Proven success in high-pressure scenarios, such as managing national-level media crises, digital reputation challenges, or large-scale online campaigns. Public sector or government communication experience is highly desirable. Valid driver's license (with exception of person with disability). Competencies: Strong interpersonal skills. Strategic capability and leadership. Resilience under pressure. Strategic mindset. Cultural sensitivity. Multilingual proficiency. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Commitment to ethical practices. Analytical thinking. Skills and Knowledge: Solid grounding of journalistic principles, ethical sourcing and investigative storytelling adapted for all formats. Deep knowledge of evolving media landscapes, audience behaviour in related spaces and convergence of |

traditional/digital platforms. Expertise in reputation management, stakeholder mapping and PR tactics. Proficiency in visual storytelling tools and software for creating digital assets (infographics, videos, branded graphics). Demonstrated leadership in building online communities, managing platforms for engagement/growth and handling real-time interactions. Exceptional copywriting, editing and persuasive content creation for various channels (social posts, blogs, speeches) under high deadlines. Strong proficiency in digital marketing strategies, including SEO/SEM fundamentals, content marketing, paid advertising (Google Ads, social ads), email marketing, social media advertising, analytics (Google analytics, social insights) and data-driven campaign optimization.

DUTIES : Manage and facilitate development of policies, strategic and operational plans. Develop and implement integrated communication strategies, including SEO/SEM, content marketing, paid campaigns and multi-channel initiatives aligned with organizational goals. Serves as primary spokesperson, manage press releases and lead rapid-response crisis communications, including digital monitoring, online reputation management and mitigation of viral misinformation or social media backlash. Build relationships with stakeholders and oversee PR efforts, incorporate targeted digital marketing to enhance brand reputation and community outreach. Supervise high-quality content production across formats, with emphasis on digital-first content (engaging social posts, videos, infographics) optimized for algorithms and audience segmentation. Drive the organization's digital presence through strategic social media management, audience growth via organic and paid tactics, real-time engagement, trend monitoring, analytics-driven campaigns and integration of emerging digital tools (AI for sentiment analysis). Lead communications team, providing mentorship in digital marketing best practices, content strategy, analytics and ethical communications. Manage budgets, advertising spend, graphic design software and external digital/PR agencies. Track KPIs across digital channels (engagement rates, reach, conversion metrics), analyse media/digital coverage and report insights to leadership for continuous optimization. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

POST 17/208 : **DEPUTY DIRECTOR: TRADE & INVESTMENT PROMOTION REF NO: C5/26/5**
Directorate: Trade & Investment Promotion
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (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 Economics / Business Management / Development Economics / Marketing / Business Studies / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years' experience within Trade Development and investment Promotion of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Good knowledge and understanding of legislative framework governing public service. Sound and in-debt knowledge and experience of relevant macro and micro economic policies. Investment appraisal and risk management. Research and research methodology. Business development and marketing. Corporate governance management and leadership. Strategic and analytical thinking skills. Financial and human resource management skills. Computer literacy. People management and empowerment skills. Negotiating skills. Report writing skills. Presentation skills. Communication skills. Interpersonal skills. Problem solving and decision-making skills.

DUTIES : Ensure development and review of trade development and promotion strategies and plans. Facilitate the implementation of trade development and promotion programs. Research on new markets to be targeted and sustain the

existing markets. Identify and profile new investment opportunities in key growth Facilitate investment and business setup, retention and aftercare support. Ensure efficient operation and functionality of InvestSA Limpopo One Stop Shop. Facilitate access to incentives aimed at trade development and investment attraction. Research on new markets to be targeted and sustain the existing markets. Collaborate with key stakeholders in utilizing strategic partnerships (Multi- and Bilateral agreements) for market access of our provincial produce. Ensure optimal participation at trade promotion platforms. Liaise with a wide spectrum of stakeholders on policy issues related to trade development and promotion of provincial goods and services. Establish and maintain appropriate internal controls within the unit. Ensure the managing and monitoring of customized incentive packages. Enhance the uptake of national trade promotion incentives by provincial enterprises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/209** : **DEPUTY DIRECTOR: LIQUOR AFFAIRS & BUSINESS REGULATIONS REF NO: C5/26/6**
 Directorate: Liquor Affairs & Business Regulations
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R1 101 468 – R1 297 476 per annum (Level 12), (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 Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Five (5) years' experience within the Business Environment field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of relevant legislation. Knowledge of liquor affairs and business registration. Excellent leadership skills. Communication skills. Interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Report writing skills. Managerial skills. Planning and organising skills.
- DUTIES** : Responsible for managing and supporting all administrative functions related to liquor licensing, including coordination with Local Liquor Authorities and the Liquor Board. Oversee the maintenance of the provincial liquor outlet database. Ensure compliance through quality assurance of applications and facilitate responsible drinking initiatives. Handle disputes and legal processes related to liquor license applications. Implement and administer liquor affairs task and business registration policies and operational plans. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/210** : **DEPUTY DIRECTOR: ECONOMIC EMPOWERMENT REF NO: C5/26/7**
 Directorate: Economic Empowerment
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R1 101 468 – R1 297 476 per annum (Level 12), (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 Commerce / Business Studies / Economics / Business Management or equivalent as recognized by SAQA. Five (5) years' experience with Business Communities, Disadvantaged Groups and Development Environment of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of national and provincial policy

frameworks, local government systems, business and industries driving the Limpopo economy. In-dept knowledge of Local Economic Development, Economic Development Trends and Public Administration. Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written).

DUTIES : Policy development and implementation of strategic and operational plans. Develop and support the establishment of enterprises across all sectors, including target groups. Develop and implement policies and programmes to promote economic empowerment. Facilitate stakeholder's engagement with key stakeholders including businesses, government agencies, private/civil sector to foster collaboration and support for economic empowerment initiatives. Develop and promote the implementation of B-BBEE intervention programmes. Creating an enable environment for the implementation of B-BBEE. Provision of non-financial and financial support to enterprises. Development of strategies that identify economic opportunities suitable for the target groups in sectors identified. Develop and implement capacity and skills development programmes and mentorship programmes through shared partnerships. Facilitate in conjunction with stakeholders the improvement of enterprises through product development and competitiveness enhancement to assist in expansion and market access. Develop strategies targeting vulnerable groups that enable them to access resources for participation in identified sub-sector. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/211 : **DEPUTY DIRECTOR: TOURISM PLANNING & REGULATIONS REF NO: C5/26/8**

Directorate: Tourism Planning & Regulations

Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (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 Tourism / Tourism Management / Travel and Tourism / Public Management / Tourism related field or equivalent as recognized by SAQA. Five (5) years' experience within Tourism Sector / Public Service / Research and Planning fields of which three (3) years must be at supervisory level (ASD level). 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 and experience in 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 management. Ability and experience to successfully manage special projects.

DUTIES : Ensure development of sectoral strategies and plans. Facilitate implementation of programmes to support growth of the tourism sector. Manage projects and work structures comprising public and private sector stakeholders. Contribute to policy development, sector strategic planning and business planning. Implement, oversee and assess the impact of the Tourism Growth Strategy. Provide support in the development of local economic development programmes in municipalities. Provide economic intelligence to support planning and decision making in the tourism sector. Manage the collection, organization and analysis of economic and development data to support growth of the tourism sector. Design, conduct and manage research aligned with tourism development imperatives in the province. Develop and implement tourism sector research agenda. Conduct impact assessment of activities that contribute to economic growth. Provide LED support to municipalities. Manage

- and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation. Manage relations with stakeholders.
Ms WA Klaassen Tel No: (015) 293 8691
- ENQUIRIES** :
- POST 17/212** : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE REF NO: C5/26/9**
Directorate: Human Resources Management & Development
- SALARY** : R932 292 – R1 098 195 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 Human Resource Management / Public Administration or equivalent as recognized by SAQA. Five (5) years' experience within the Conditions of Service field of which three (3) years must be at supervisory level (ASD level). Proven successful completion of PERSAL Administration. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant acts, directives and determinations, policies, regulations and resolutions. Facilitation and presentation. Management and leadership. Analytical thinking. Budget and financial management. Policy development. Conflict management and problem solving. Interpersonal relations. Planning and organization. Communication skills. Strategic thinking. Adaptability. Administrative. Delegation and leading. Numeracy and literacy skills. Computer literacy. Language skills. Strategic planning (incl. operational planning). Training. HR matters. Labour relations. Technical procedures.
- DUTIES** : Manage leave utilization and termination of services. Manage the process of administering service benefits. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/213** : **DEPUTY DIRECTOR: FLEET MANAGEMENT REF NO: C5/26/10**
Directorate: Supply Chain and Assets Management
- SALARY** : R932 292 – R1 098 195 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 Logistical Management / Transport Management / Supply Chain Management as recognized by SAQA. Five (5) years' experience within Fleet Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant acts, directives and resolutions. Fleet management. Financial management. Planning and organizing. Labour relations. Managerial skills. Computer literacy. Communication skills. Analytical thinking. Presentation skills. Policy formulation. Negotiation skills. Conflict management and problem solving. Strategic thinking. Administrative. Project planning and design.
- DUTIES** : Administer the acquisition of government owned vehicles. Administer the operation of government owned vehicles and related services. Administer subsidized motor vehicles. Administer inspections and audit services of government owned vehicles. Manage disposal of government owned vehicles. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/214** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: C5/26/11**
Directorate: Risk & Integrity Management
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R932 292 – R1 098 195 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

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| | | salary) and a flexible portion which can be structured according to the individuals' personal needs. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane |
| | : | An NQF 6 qualification in Risk Management / Internal Auditing / Auditing / Accounting or equivalent as recognized by SAQA. Five (5) years' experience within Risk Management of which three (3) years must be at supervisory level (ASD level). Experience in Business Continuity Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Risk assessments. Maintenance of risk registers. Risk reporting. Risk governance (risk policy, risk strategy and risk appetite & tolerance). Risk awareness or training. Knowledge of the Regulatory Framework (PFMA, Treasury Regulations, Public Service Act and Regulations). A thorough understanding of Risk Management and Business Continuity Management. Computer literacy in MS Packages (Word, Excel, PowerPoint) and Risk Management Systems (BarnOwl, Cura, etc.). Knowledge in financial and human resource matters. Planning and organising skills. Project management skills. Research and analytical skills. Communication skills. Problem solving skills. Report writing skills. |
| <u>DUTIES</u> | : | Develop and ensure the implementation of Risk Management Policy, Risk Management Strategy and Business Continuity Management. Facilitate the assessment processes and the maintenance of risk registers. Monitor the implementation of the action plans, assess action plans and the accompanying portfolio of evidence. Develop a risk awareness culture through risk awareness sessions. Check adherence to the Risk and BCM policies and strategies. Risk training and awareness. Educate and train risk staff, risk champions and all employees in the department on risk management principles, trends, best practices, etc. Provide support to risk champions at least every quarter, in updating Branch risk registers and assessing the management of risks. Create awareness in the department on risk management (newsflash/classroom training). Facilitate the Business Continuity Management and disaster management initiatives of the department. Provide guidance to Branches on Business Continuity Management. Quality assure and ensure updated Business Continuity Plans are signed off by business. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | Ms WA Klaassen Tel No: (015) 293 8691 |
| <u>POST 17/215</u> | : | <u>DEPUTY DIRECTOR: HUMAN RESOURCE RECRUITMENT & PLANNING</u> <u>REF NO: C5/26/12</u> Directorate: Human Resource Management & Development: Human Resource Recruitment & Planning Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered. |
| <u>SALARY</u> | : | R932 292 – R1 098 195 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane |
| | : | An NQF 6 qualification in the Human Resource Management or equivalent, as recognized by SAQA. Five (5) years' experience within the Human Resource Management field of which three (3) years must be at supervisory level (ASD level). Three (3) years extensive experience in the field of Human Resource Recruitment and Planning field coupled with a deep understanding of transactional HR environment. Proven successful completion of PERSAL Administration. Proven PERSAL Controller training and working experience will be an added advantage. Valid driver's license (with exception of persons with disability) and be willing to travel. Skills and Knowledge: Knowledge of Human Resource Management policies, acts, regulations and systems. Broad knowledge of legislation regulating Human Resource Management (HRM) and regulatory frameworks of the Public Service. Management skills. Communication (verbal and written) and negotiation skills. Interpersonal skills. Analytical thinking. Report writing skills. Policy formulation. Conflict management and problem-solving skills. Financial management skills. Strategic thinking. Planning and organization skills. Delegation and leading. Computer literacy (MS Excel, MS Word, MS PowerPoint). Performance |

- management. Project management. Recruitment and selection. The code of remuneration. All labour legislation. Code of good conduct in the Public Service. Departmental policies and procedures. Batho Pele principles. Ability to interact with stakeholders.
- DUTIES** : Manage the provision of recruitment and selection services, Human Resource Planning, HR Information Management and Policy Development. Implement and maintain policy framework for Human Resources Operations practices in the department. Manage personnel salaries administration system (PERSAL) for the department. Ensure balance and holistic approach/effort in managing an HR management function. Ensure effective and operational efficiency of resource management including HR, finance and assets of the component. Proactively building sound relationships with key stakeholders at all levels. Manage LEDET establishment and database. Ensure compliance with the legislative and Public Service regulatory framework. Management and supervision of subordinates.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/216** : **DEPUTY DIRECTOR: RECORDS & KNOWLEDGE MANAGEMENT REF NO: C5/26/13**
Directorate: Security & Facility Management: Records & Knowledge Management
- SALARY** : R932 292 – R1 098 195 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 Records Management / Archival Studies / Information Science / Information Management / Library or equivalent as recognized by SAQA. Five (5) years' experience within the Records and Knowledge Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Basic Archives and Records Management. Strategic capability and leadership. Financial management. People management and empowerment. Problem-solving and decision-making skills. Client orientation and customer focus. Motivational skills. Communication skills (verbal & written). Service delivery and innovation skills. Computer literacy. Conflict management skills.
- DUTIES** : Oversee Records and Knowledge Management in the department. Manage the development and implementation of file plans, policies and procedure manuals. Manage custody, receipt and disposal of records. Manage the implementation of Records Management, PAIA / POPIA, PAJA and Knowledge Management. Conduct training/workshops on Records and Knowledge Management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/217** : **DEPUTY DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C5/26/14**
Directorate: Employee Relations & Wellness
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R932 292 – R1 098 195 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 Occupational Health and Safety / Nursing Science / Social Work / Environmental Health or equivalent as recognized by SAQA. Successful registration with South African Nursing Council (SANC) or South African Council for Social Service Professions (SACSSP) or relevant statutory body. Five (5) years' experience within the Employee Health and Wellness field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant HIV, STI and TB (HST) related legislations, policies

and regulations. National Strategic Plan for RSA on HIV & STIs and TB and Provincial HST Implementation Plan. Integrated Employee Health & Wellness framework. Knowledge of OHS and COID legislation, policies and regulations. Code of ethics. Batho Pele Principles. Departmental policies and procedures. Knowledge of research and evaluation processes and procedures. Financial management. Communication skills (verbal and written). Conflict management and problem-solving skills. Counselling skills. Listening skills. Facilitation skills. Coordination and monitoring skills. Planning and organizing skills. Report writing skills. Supervisory skills.

DUTIES : Manage the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) and Injury of Duty (COIDA) prescripts. Manage the implementation of HIV, STI and TB programmes in the department. Conduct health risk assessment and implement mitigation strategies. Implement Cheka Impilo programme. Develop implementation plan for management of occupational injuries and diseases. Develop and market HST and SHERQ policies in the department. Participate in the Provincial AIDS Council and Technical Committees. Liaise with the Compensation Commissioner in the management of Injuries on Duty cases. Management of all the resources in the Sub-directorate.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/218 : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS REF NO: C5/26/15**
Directorate: Employee Relations & Wellness

SALARY : R932 292 – R1 098 195 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 : Head Office: Polokwane

REQUIREMENTS : An NQF 6 qualification in Social Work / Social Sciences / Psychology or equivalent as recognized by SAQA. Successful registration with South African Council for Social Service Professions (SACSSP) or the Health Professions Council of South Africa (HPCSA). Five (5) years' experience within the Employee Health and Wellness field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant Employee Health & Wellness related legislations, policies and regulations. National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework. Knowledge of OHS and COID legislation, policies and regulations. Knowledge of research and evaluation processes and procedures. Code of Ethics and Batho Pele Principles. Departmental policies and procedures. Communication skills (verbal and written). Financial management. Counselling skills. Listening and negotiation skills. Decision making skills. Planning and organizing skills. Computer literacy. Change and diversity management. Conflict management and problem solving. Motivational skills. Report writing skills. Management and supervisory skills. Service delivery and innovation. Strategic capability and leadership. Interpersonal skills. Analytical thinking. Coordination and monitoring. Policy formulation skills.

DUTIES : Manage the implementation and promotion of Employee Health and Wellness Programmes and interventions (physical wellness programme, counselling and therapeutic services). Manage the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) and Injury on Duty (COIDS) prescripts. Manage the implementation of TB, HIV & AIDS, STI prevention programmes and Cheka Impilo programme. Provide counselling services and manage chronic illnesses as outlined in the pillars of Employee Health and Wellness Framework from DPSA. Coordinate and implement Health and Productivity programmes in the department. Oversee EAP and diversity management initiatives. Develop implementation plan for management of occupational injuries and diseases. Market OHS and Health and Wellness policies in the department. Facilitate the implementation of Work-life balance programmes. Management and facilitation of resources (financial, human and physical) in accordance with the relevant directives and legislation. Liaise with internal and external stakeholders.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

- POST 17/219** : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: C5/26/16**
 Directorate: Supply Chain & Assets Management
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R932 292 – R1 098 195 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 Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit or equivalent as recognized by SAQA. Five (5) years' experience within Supply Chain Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound and in-debt knowledge of relevant prescripts. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM policies 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. People management skills. Time management skills. Communication skills (verbal & written). Conflict management and negotiation skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles. Team leadership skills.
- DUTIES** : 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. Setting up the bid Evaluation, Bid Adjudication and Bid Specification Committees and rendering a secretariat service to the relevant committees. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expression of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the Treasury. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative function. Establish implement and maintain efficient and effective communication arrangement. Develop and manage the operation plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Service on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/220** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C5/26/17**
 Directorate: Environmental Compliance & Enforcement
- SALARY** : R636 978 – R728 646 per annum, (an all-inclusive remuneration package), (OSD). 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 Nature Conservation / Environmental Management / Environmental Science / Environmental Law / Natural Science or equivalent as recognized by SAQA. A minimum of three (3) to five (5) years' experience investigation or enforcement of environmental crimes or crime or prosecution or relevant of which three (3) years should be at a supervisory level. Designated Environmental Management Inspector. Valid driver's license. Skills

and Knowledge: Knowledge of environmental policies and related legislations, international instruments, civil procedures, criminal procedures, constitutional law and administrative law. Extensive knowledge of criminal justice system and environmental crimes criminal docket management. Knowledge of natural resource management specifically TOPS/CITES. Good legal drafting, investigation and evidence gathering including covert gathering skills. Demonstrated knowledge of wildlife investigations. Strategic and analytical skills. Problem solving and negotiation skills. Information management. Computer literacy. Report writing. Communication skills. Facilitation. Organising and good interpersonal skills. Ability to gather and analyse information. Ability to develop and apply policies. Conflict management and problem solving. A service-orientated approach and the ability to work efficiently and effectively under pressure. Ability to work independently and withing a team. Management of staff.

DUTIES : Co-ordinate joint initiatives to strengthen the anti-poaching and anti-trafficking capabilities in the Limpopo Province. Provincially co-ordinate the Integrated Wildlife Zone (IWZ) (Rhino). Manage case dockets and provide criminal investigation support for wildlife related crimes to ensure effective case management, prosecution support and compliance with legal procedures. Manage compliance monitoring and enforcement operations. Provide support in relation to court appearances. Liaise with stakeholders. Attend National working group, Provincial Wildlife Crime Forums (PBIF, Rural safety), IWZ meetings and other relevant meetings. Provide strategic support to provincial and national wildlife trafficking projects. Ensure the coordination of enforcement and investigation operations to promote effective compliance and law enforcement outcomes. Ensure the implementation and use of the eCAS and CMOR Systems/Platforms and NISCWT. Compile all monthly and quarterly reports for the Directorate (Green).

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/221 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C5/26/18 (X2 POSTS)**
 Directorate: Wildlife Resources Management
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE : R636 978 – R728 646 per annum, (OSD)
 : Head Office: Polokwane (X1 Post)
 Waterberg District: Modimolle (X1 Post)

REQUIREMENTS : An NQF 6 qualification in Nature Conservation / Environmental Science / Natural Science / Biodiversity Management / Wildlife Management or equivalent as recognized by SAQA. SAPS Firearm Competency Certificate (Rifle) (compulsory). An Environmental Management Inspectorate qualification, RHoDi DNA Sampling Course and Permitting Training Course will be an added advantage. A minimum of six (6) years' experience in Biodiversity / Conservation / Environmental field of which three (3) years must be in the hunting and wildlife permitting and dehorning and taking of DNA samples of rhino species field. Valid driver's license. Skills and Knowledge: A thorough knowledge in both the provincial and national environmental biodiversity legislations, including CITES, biodiversity and other multi-lateral environmental agreements. Knowledge of Environmental policies, Management of Damage Causing Animals, Enforcement of Hunting regulatory frameworks, Promotion of Access to Information Act and Promotion of Administrative Justice Act. Computer literacy. Excellent communication (verbal and written) and report writing skills are essential. Be able to work irregular hours and be able to travel as and when required. Ability to work under pressure. Managerial skills. Stakeholder engagement. People management. Planning and coordination skills. Interpersonal relations.

DUTIES : Management of the hunting industry. Management of damage causing animals. Management of the establishment of wildlife centres. Monitoring of game hunts. Management of the game farming industry. Management of the game capture operations and translocations. Collection of specimens for forensic analysis. Implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Management of the permit processing systems. Manage and facilitate marking, registration, management and issuing of permits for elephant ivory and rhino horns. Manage and facilitate

- resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/222** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C5/26/19**
 Directorate: Environmental Empowerment Services
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R636 978 – R728 646 per annum, (OSD)
 : Capricorn District: Polokwane
 : An NQF 6 qualification in Environmental Management / Nature Conservation or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in Environmental Management and Education field at a supervisory level. Valid driver's license. Skills and Knowledge: Knowledge and understanding of the Environmental Legislations. Knowledge of environmental education. Knowledge of community development facilitation. Good human relations and problem-solving skills. Good communication and writing skills. Ability to interpret and apply policies. Managerial skills. Knowledge of planning and organizing. Compiling reports. Computer literacy. Change and diversity management skills. Good report writing skills.
- DUTIES** : Manage the environmental education and awareness staff in the district. Develop and manage the implementation of environmental education programs in schools and communities. Implement environmental awareness in communities. Develop and implement career advisory programs in schools. Develop and manage tree planting program in the district. Align the environmental education and awareness programs with the environmental sector priorities. Perform and manage administrative and related functions.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/223** : **ASSISTANT DIRECTOR: LIQUOR AFFAIRS & BUSINESS REGULATIONS REF NO: C5/26/20**
 Directorate: Liquor Affairs & Business Regulations
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R605 742 – R713 535 per annum (Level 10)
 : Head Office: Polokwane
 : An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Minimum of three (3) years' experience in the Liquor and Business Regulations field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant legislation. Excellent leadership and interpersonal skills. Communication skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Planning and organizing skills. Customer relations skills. Service delivery innovation skills.
- DUTIES** : Provide support in monitoring business registrations in accordance with the Limpopo Business Registration Act to ensure compliance. Render secretariat services to the Limpopo Local Liquor Authority and Limpopo Provincial Liquor Board. Administer liquor licensing processes, including application handling, liquor board adjudication, printing licenses and communicating the decision of the board. Assist with compliance oversight, public education on liquor laws and responsible drinking and trade. Track and report on the generation of liquor-related revenue, including licensing fees, renewals and penalties, to support financial oversight and planning. Conduct joint inspections in loco with the Board and Tribunal. Coordinate liquor and business workshops and education and awareness programmes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

- POST 17/224** : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: C5/26/21**
 Directorate: Enterprise Development
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R605 742 – R713 535 per annum (Level 10)
 : Head Office: Polokwane
 : An NQF 6 qualification in Local Economic Development / Development Studies / Business Management / Integrated Organisational Communication or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Enterprise Development field at supervisory level. Valid driver's license (with exception of persons with disability). Skills and Knowledge: In-debt knowledge of Local Economic Development and Economic Development trends. Extensive knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Planning and organizing skills. Problem solving and decision-making skills. People management and empowerment. Team leadership. Project management. Coordination skills. Client orientation and customer focus. Diversity management. Communication skills (verbal and written).
- DUTIES** : Coordinate the development of Enterprise development policies and strategies. Monitor and evaluate the programmes implemented by sector departments, municipalities and entities for MSME's. Develop and coordinate marketing programmes for MSME's. Coordinate initiatives to reduce red tape and ease the doing business environment for MSME's to thrive. Facilitate the LED programme through collaborative partnerships. Monitor the implementation of the LED policy framework to strengthen the implementation of Local Economic Development programmes.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/225** : **ASSISTANT DIRECTOR: CONSUMER EDUCATION & ADVICE REF NO: C5/26/22**
 Directorate: Consumer Affairs
- SALARY CENTRE REQUIREMENTS** : R605 742 – R713 535 per annum (Level 10)
 : Mopani District: Giyani
 : An NQF 6 qualification in Commercial Law / Law / Business Management / Public Administration as recognized by SAQA. Three (3) to five (5) years' experience in the Commercial Law / Business Administration / Public Administration field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of relevant legislations affecting consumers and South Africa. Customer care. Presentation skills. Report writing. Communication skills. Negotiation skills. Administrative management. Planning and organization. Analytical thinking. Interviewing skills. Attention to detail. Public speaking skills. Computer literacy. Delegation. Interpretation skills. Project management skills. Facilitation skills.
- DUTIES** : Facilitate and conduct compliance inspections. Facilitate and conduct investigation of cases. Ensure provision of mediation on disputes. Represent consumers in the Consumer Court. Provide secretariat services. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/226** : **ASSISTANT DIRECTOR: TOURISM DESTINATION DEVELOPMENT & TRANSFORMATION REF NO: C5/26/23 (X5 POSTS)**
 Directorate: Tourism Destination Development & Transformation
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R605 742 – R713 535 per annum (Level 10)
 : Capricorn District: Polokwane (X1 Post)
 : Mopani District: Giyani (X1 Post)
 : Sekhukhune District: Lebowakgomo (X1 Post)
 : Vhembe District: Thohoyandou (X1 Post)
 : Waterberg District: Modimolle (X1 Post)
- REQUIREMENTS** : An NQF 6 qualification in Tourism / Tourism Management / Development Studies / Ecotourism Management / Tourism Development and Management or equivalent as recognized by SAQA. Three (3) to five (5) years' experience

in the Tourism field at an Administrative Officer level. Experience in the Tourism Destination Development and Tourism Sector Coordination field will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of tourism empowerment programmes and capacity building skills. Good understanding of rural tourism development and transformation policy and legislative framework. Knowledge of tourism empowerment programmes and capacity building skills. Strong communication skills (verbal and written). Computer literacy (MS Excel, MS Word, PowerPoint, Internet, etc.). Ability to work independently and under pressure. Project management skills. Event management and stakeholder coordination skills. Analytical and strategic thinking skills. Planning and coordination skills. Conflict management and problem-solving skills. Financial management skills. Planning and organizing skills. Personnel management.

DUTIES : Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province. Development and management of a provincial tourism spatial plan. Support development of a provincial tourism infrastructure plan including signage. Provide technical support services to community-based tourism projects. Manager route and icon development in support of provincial tourism growth strategy in the district. Management of tourism services in the region. Coordinate and support the implementation of tourism transformation programmes and related events in the district. Drafting motivations to mobilise resources for identified tourism development and reports. Coordinate stakeholder relations in the district. Implement rural tourism, culture and heritage and mass tourism strategies in the district. Identify tourism business opportunities for MSME. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/227 : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C5/26/30**
 Directorate: Environmental Compliance & Enforcement
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R518 769 – R717 846 per annum, (OSD)
 : Capricorn District: Polokwane
 : An NQF 6 qualification in Nature Conservation / Natural Science / Environmental Science / Environmental Law / Policing or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Environmental Compliance & Enforcement field. Successful completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage. Valid driver's license. Skills and Knowledge: Knowledge and practical understanding of the Constitution, practical experience in implementation of the National Environmental Management Act (NEMA), together with all the Specific Environmental Management Acts, Promotion of Administrative Justice Act (PAJA) and interpretation thereof. Knowledge of environmental wildlife facility inspection / auditing, monitoring procedures and methodologies. A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Knowledge of administrative enforcement. Case docket management. Investigation skills. Good communication skills (verbal and written). Project management. Conflict management skills. Ability to write a communicative report. Ability to interpret and apply environmental legislations. Good interpersonal relations skills. Good organization and planning management skills. Computer literacy. Report writing skills. Analytical and quantitative skills.

DUTIES : Administer compliance monitoring in accordance with the Environmental Authorisations (EA), Environmental Management Plan (EMP) and permit applications. Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas). Coordinate and participated in compliance promotion / awareness. Perform and manage administrative and related functions. Implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations. Plan and conduct environmental compliance

inspections in response to public complaints of non-compliance to legislation. Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigations or prosecute criminal offences in respect of environmental legislations. Provide support to national and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc. Investigate, open cases and manage case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province. Participate and co-ordinate counter poaching operations. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/228 : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C5/26/31**
 Directorate: Environmental Quality Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R518 769 – R717 846 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. Skills and Knowledge: Good working knowledge of environmental legislation, Environmental Impact Assessment Regulations of 2014 as amended in April 2017, Environmental Impact Assessment Guidelines 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. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/229 : **ASSISTANT DIRECTOR: POLICY COORDINATION REF NO: C5/26/24**
 Directorate: Strategic Management
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane

- REQUIREMENTS** : An NQF 6 qualification in Policy Development and Analysis / Public Administration/Management / Public Management and Governance / Local Government Management / Local Government and Administration / Public Policy / Leadership and Development or equivalent as recognized by SAQA. A postgraduate qualification in the mentioned qualifications will be an added advantage. Three (3) years' experience in the Policy Development, Analysis and Coordination field at Supervisory level. Experience in research, policy development, policy analysis and stakeholder engagement. Valid driver's license (with exception of persons with disability). Skills and Knowledge: In-depth knowledge of the policy development cycle and frameworks within the public sector. Understanding of relevant public sector legislation, regulatory frameworks and prescripts. Knowledge in stakeholder engagements and participatory approaches. Knowledge in policy analysis, formulation and review. Research and report writing skills. Problem-solving and decision-making skills. Excellent communication skills (verbal and written). Interpersonal and stakeholder engagement skills. Strong analytical and project management skills. Ability to work collaboratively and engage effectively with internal and external stakeholders. Computer literacy (MS Excel, MS Word, PowerPoint). Integrity, proactiveness and attention to detail.
- DUTIES** : Coordinate, facilitate and manage the development, review and analysis of departmental policies. Provide administrative and advisory role to departmental units. Provide support on policy development to departmental units. Coordinate submissions and presentations of finalised policies to management for endorsement. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/230** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: C5/26/25**
 Directorate: Human Resource Management & Development
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane
 : An NQF 6 qualification in Workstudy Management / Operations Management / Production Management / Management Services / Industrial Engineering or equivalent as recognized by SAQA. Job Evaluation certificate will be an added advantage. Three (3) to five (5) years' experience as a Work Study Officer/ OD Practitioner on the Organisational Development field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Ability to interpret and apply policy. Knowledge of ORG Plus. Analytical and innovative thinking. Research and report writing skills. Workshop presentation and facilitation skills. Computer literacy. Leadership skills. Organizing skills. Project management skills. Conflict management and negotiation skills. Financial management skills. Strategic management skills. Policy formulation. Adaptability during changes to meet the goals. Change and diversity management.
- DUTIES** : Analyse Organisational Structure inputs and advise accordingly. Conduct research on Organisational Structures. Identify the need for changes in the Organisational Structure. Conduct functional and establishment investigations. Design Organisational staff establishment structure. Draft submission for approval of the Organisational Structure. Facilitate workshops on job evaluation and job descriptions. Conduct job analysis. Conduct job evaluation interviews. Analyse jobs on Equate System. Present analysed posts to the Job Evaluation Panel. Draft submission for approval of job evaluation results. Draft submission for implementation of job evaluation results. Monitor job evaluation data base. Provide advice and guidance on the development of job descriptions. Conduct research on the contents of job descriptions. Make continuous consultations on job description related matters. Finalise job descriptions. Monitor job description database. Facilitate workshops on development of OFA. Analyse the information collected. Provide support to the units/components. Finalise the OFA reports. Monitor and evaluate the OFA. Facilitate workshops on development of procurement manuals. Analyse procedure manuals and propose process/procedure improvements. Collect data and document work processes and procedures. Facilitate Business Process Re-engineering projects. Facilitate work processes and procedures

- consultative meetings. Map the processes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/231** : **ASSISTANT DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C5/26/26**
 Directorate: Employee Relations & Wellness
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R487 197 – R573 897 per annum (Level 09)
 : Waterberg District: Modimolle
 : An NQF 6 qualification in Social and Behavioural Science / Social Work / Psychology / Occupational Health Nursing / Environmental Health or equivalent as recognized by SAQA. Professional registration with SACSSP / HPCSA / SANC or relevant statutory body. Three (3) years' experience in the Employee Health & Wellness field at supervisory level. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of all Employee Health and Wellness and related policies and Acts. Specialised knowledge of counselling. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of Compensation of Occupational Injuries and Diseases Act and Regulations. Knowledge of National and Provincial HIV, STI and TB strategies. Knowledge of Employee Assistance Programme. General knowledge in HR related standards, practices and procedures. Knowledge of Public Service Act and Procedures. Team building. Financial management. Conflict management skills. Communication skills (verbal and written). Planning and organizing skills. Facilitation skills. Listening skills. Problem-solving skills. Coordination and monitoring skills. Computer literacy. Report writing skills.
- DUTIES** : Coordinate and facilitate comprehensive Employee Health and Wellness programmes. Conduct workplace health risk assessments and implement mitigation strategies. Manage occupational health and safety programmes. Support line management to implement strategies in relation to ill-health related absenteeism. Facilitate OHS legal appointments in the district. Co-ordinate safety awareness campaigns and health promotion initiatives. Implement interventions and programmes aimed at enhancing employee wellbeing and performance. Represent the department in the Waterberg District AIDS Council forum. Co-ordinate and administer COIDA in the district. Co-ordinate the sports and bereavement programme in the district. Administer Occupational Injuries and Diseases. Facilitate and Coordinate Social club Activities in the district. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/232** : **ASSITANT DIRECTOR: EMPLOYEE RELATIONS REF NO: C5/26/27**
 Directorate: Employee Relations & Wellness
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane
 : An NQF 6 qualification in Labour Relations / Labour Relations Management / Labour Law / LLB or equivalent as recognized by SAQA. Three (3) years' experience in the Labour Relations field of which two (2) years must be at a supervisory level. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Strong knowledge of Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Public Financial Management Act (PFMA), Public Service Regulations (PSR) and Public Service Act (PSA). Knowledge of GPSSBC and CCMA Procedures. Financial management. Planning and organizing skills. Negotiation skills. People management. Problem-solving and analysis skills. Integrity. Presentation skills. Communication skills (verbal and written). Computer literacy. Report writing skills. Policy formulation skills. Ability to interpret legislation/policies.
- DUTIES** : Coordinate and facilitate Labour Relations issues (i.e. grievances, misconduct and disputes). Represent the department in disciplinary hearings. Finalizing grievances and complaints from employees. Coordinating and supporting the

department in disputes referred to bargaining councils, as well as related forums. Facilitate the implementation of the Labour Relations policies, guidelines, procedures and provide advice, therefore. Conduct workshops/awareness on labour relations matters. Represent the department at the Provincial Chambers and management of strikes. Ensure keeping of appropriate records and statistics as required by law. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations cases. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/233 : **ASSISTANT DIRECTOR: FIREARM MANAGEMENT REF NO: C5/26/28**
 Directorate: Security & Facility Management: Physical & Information Security Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane
 : An NQF 6 qualification in Policing / Law Enforcement / Security / Criminology or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Firearm Control field at supervisory level. Firearm Competency certificate (handgun / shotgun / rifle). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the Firearm Control Act and related regulations. Knowledge in firearm control and firearm records management. Effective firearm control. Planning and organizing. Computer literacy. Presentation skills. Analytical thinking. Communication skills. Negotiation skills. Conflict management and problem-solving skills. Financial management. Interpersonal skills.

DUTIES : Manage departmental firearms for compliance with the Firearm Control Act 60 of 2000 and Regulation 12 and 79. Develop and maintain firearm control policies and procedures. Conduct firearm audits, inspections and maintain and keep firearm register up to date and compatible with the SAPS firearm register. Conduct quarterly shooting exercises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/234 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: C5/26/29 (X2 POSTS)**
 Directorate: Management Accounting
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R487 197 – R573 897 per annum (Level 09)
 : Sekhukhune District: Lebowakgomo (X1 Post)
 : Waterberg District: Modimolle (X1 Post), (Re-advertisement)
 : An NQF 6 qualification in Financial Management / Accounting / Management Accounting as recognized by SAQA. Three (3) to five (5) years' experience in the Revenue Management field at supervisory level / State Accountant. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of PFMA, DORA and Treasury Regulations. Knowledge of BAS system. Computer literacy. People management. Communication skills. Interpersonal relations and analytical skills.

DUTIES : Manage and monitor revenue collection in the district. Ensure that revenue collected is monitored, checked and banked as prescribed in the revenue policy and procedure manual. Manage the clearing of bank exceptions as well as all revenue control accounts. Authorize captured batches, journals and ensure that supporting documents are attached. Review monthly revenue management reports. Manage face value stock. Maintain and implement effective, efficient and transparent systems of financial and risk management and internal control. Maintain sound budgeting and budgetary control practices. Bank reconciliation and debts management. Review monthly revenue management reports. Manage face value stock. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/235** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C5/26/32 (X2 POSTS)**
 Environmental Communication & Awareness
 Directorate: Environmental Empowerment Services
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R357 597 – R395 352 per annum, (OSD)
 : Sekhukhune District: Lebowakgomo (X1 Post)
 : Waterberg District: Modimolle (X1 Post)
- REQUIREMENTS** : An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. An NQF 7 relevant qualification will be an added advantage. Valid driver's license. Skills and Knowledge: Knowledge of Environmental legislations and protocols. Knowledge and skills of implementing environmental education and awareness programmes. Knowledge on education for sustainability. Basic knowledge of linking basic education curriculum and environmental education programs. Ability to facilitate stakeholder's engagement processes. Computer literacy. Excellent communication (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management skills. Presentation skills. Conflict management and problem-solving skills.
- DUTIES** : Facilitate the implementation of formal Environmental education programmes in schools through Limpopo Green Schools for the Earth Programme (LGSEP) and career expo. Facilitate the implementation of informal environmental education programmes/activities. Implementation of Limpopo Enviro Explorer Youth Programme (LEEYP) including career advisory services. Coordinate commemoration of Environmental Calendar days in the district. Conduct environmental awareness through all legal media platforms. Facilitate, collaboration and forming partnership with relevant stakeholders to implement environmental education and awareness programmes. Represent the Department in various education and awareness forums/structures in the district. Compile Environmental education and awareness reports in the district.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/236** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C5/26/33**
 Environmental Governance & Municipal Support
 Directorate: Environmental Empowerment Services
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R357 597 – R395 352 per annum, (OSD)
 : Waterberg District: Modimolle
- REQUIREMENTS** : An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. Valid driver's license. Skills and Knowledge: Knowledge of Environmental legislation and protocols. Knowledge of Municipalities Integrated Development Planning (IDP) process and legislations. Knowledge of environmental capacity building approaches and programmes. Knowledge of community development and conservation. Ability to facilitate stakeholder's engagement process. Computer literacy. Excellent communication skills (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management. Presentation skills. Field work and data analysis. Ability to work under pressure.
- DUTIES** : Develop and manage the implementation of environmental capacity building programmes. Facilitate multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Environmental Branch in the district environmental management multi stakeholder's forum. Manage and facilitate formation and functioning of environmental stakeholder forum in the district. Compile sub-directorate reports. Support implementation framework for environmental governance in Waterberg District. Perform all administrative and related functions.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/237 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C5/26/34**
Directorate: Provincial Protected Areas Management
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R357 597 – R395 352 per annum, (OSD)
: Langjan Nature Reserve
: An NQF 6 qualification in Nature Conservation / Wildlife Management / Environmental Management / Natural Sciences or equivalent as recognized by SAQA. Three (3) years' working experience in the Nature Conservation field. SAPS Firearm Competency Certificate. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge of Nature Reserve Management and Nature Conservation legislations and policies. Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Compiling of reports. Ability to use a firearm. Computer literacy. Analysis skills. Client orientation and customer focus skills. Communication skills. People management. Conflict management and problem-solving skills. Change and diversity management skills. Planning and organizing skills. Policy formulation skills. Financial management skills.

DUTIES : Plan and implement conservation management program in the nature reserve. Plan and implements law enforcement programs in the nature reserve. Promote biodiversity conservation awareness. Promote ecosystem functioning activities of the reserve. Infrastructure management services within the nature reserve. Plan and undertake surveys and recording of data in the reserve. Maintenance of infrastructure and recreational facilities. Conduct stakeholder engagement programmes. Perform tourism management activities as well as the management of administration and related functions. Perform all administrative and relations functions at the nature reserve. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/238 : **PERSONAL ASSISTANT REF NO: C5/26/35**
Directorate: Head of Department
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Head Office: Polokwane
: An NQF 6 qualification in Personal Assistant / Secretarial / Office Management / Business Management / Management Assistant or equivalent as recognized by SAQA. Two (2) years' working experience in the following: rendering support to Executive Management, in minutes taking, in managing traveling arrangements, namely: developing travelling itineraries, arranging flights and accommodation. Two (2) years' experience in electronic calendar management, in Microsoft Office Suite; namely: Outlook and Excel and in other relevant software namely: Zoom and MS Teams. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Basic knowledge of the relevant legislation / policies / prescripts and procedures governing public service. Basic knowledge of financial administration. Exceptional organisational skills: Ability to manage multiple tasks simultaneously with meticulous attention to detail. Strong communication skills: Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information with utmost discretion. Anticipatory thinking: Proactive ability to anticipate needs and proactively address potential issues. Professionalism and courtesy: Ability to maintain a professional demeanour, demonstrating excellent interpersonal skills. Good grooming and presentation. Self-management and motivation.

DUTIES : Receive telephone calls in an environment where, in addition to the calls for the HoD, discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should be finalise some enquiries. Performed advanced typing work. Operates and ensures that office equipment,

e.g. fax machines and photocopiers are in good working order. Records the engagements of the HoD. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the importance and urgency of the matter. Coordinates with and sensitizes/advises the HoD regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the HoD. Ensures the safekeeping of all documentation in the office of the HoD in line with relevant legislation and policies. Obtain inputs, collates and compiles reports. Scrutinizes routine submission/reports and make notes and recommendations for the HoD. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the HoD and the unit where required. Collects, analyses and collates information requested by the HoD. Clarifies instructions and notes on behalf of the HoD. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the HoD. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the HoD and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Collects and compiles all necessary documents for the HoD to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the HoD as required. Coordinates logistical arrangements for the meetings when required. Collect and coordinates all the documents that related the HoD's budget. Assists HoD in the determining funding requirements for the purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts HoD of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the HoD and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the HoD of changes. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remains abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES

: Ms WA Klaassen Tel No: (015) 293 8691

POST 17/239

: **SPECIAL PROGRAMMES OFFICER: SPECIAL PROGRAMMES REF NO: C5/26/36**

Directorate: Strategic Management

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS

: R338 106 – R398 277 per annum (Level 07)

: Mopani District: Giyani

: An NQF 6 qualification in Public Administration / Public Management / HRM / Gender Studies / Youth Studies / Disability Studies or equivalent as recognized by SAQA. Two (2) years' experience in the Special Programmes / Administration within government. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the Public Service, HR Policies, Change Management Engagement, Employment Equity, Affirmative Action measures and other legislation related to transformation. Policy analysis, development and monitoring. Knowledge of Gender Equity and Women Empowerment Programme. Promotion of the rights of women, people with disabilities and the youth. Mainstreaming and implementation of gender, elderly programmes, youth developmental programmes and job access strategy. Excellent communication skills (verbal and written). Coordination skills. Planning and organisation skills. Leading and controlling skills. Research skills. Report writing and presentation skill. Knowledge management. Problem solving and analysis skills. Programme and project management skills. Financial management and service delivery innovation skills. Client orientation, stakeholder management and customer focus. Policy analysis, development and monitoring skills.

DUTIES

: Compile and submit progress reports on: Achieved equity targets and compliance with employment equity plan. Gender sensitive workplace. Disability friendly environment and percentage of disability targets achieved. Integration of youth, gender, disability and elderly programmes. Financial management within the directorate. Provide support at the districts and / or

head office on special programmes imperatives. Capacity building and awareness to all staff. Ensure efficient and effective resource management. Information dissemination. Networking and benchmarking for best practice. Manage all procurement and logistical needs for the sub-directorate at the district level and liaise with SCM for processing. Implementation of national and provincial directives.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/240 : **COMMUNICATION OFFICER REF NO: C5/26/37 (X2 POSTS)**

Directorate: Communication Services

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Capricorn District: Polokwane (X1 Post), (Re-advertisement)

Mopani District: Giyani (X1 Post)

REQUIREMENTS : An NQF 6 qualification in Communication / Journalism / Media studies / Public Relations / Marketing or equivalent as recognized by SAQA. Two (2) years' experience in the Communication environment. Photographic skills and registration with PRISA will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Computer literacy (MS Office applications). Knowledge of applicable legislation of government framework and relevant legislation. Good communication skills (verbal & written) including interpersonal skills. Presentation skills. Report writing skills. Analytical thinking. Good negotiation skills. Strategic thinking. Adaptability.

DUTIES : Compile, plan and implement the district events calendar. Support departmental events / activities. Monitor and evaluate events. Write articles for the departmental newsletter. Source information for both the intranet and the website. Ensure correct information into departmental publications (online and printed). Develop image bank of the department (Officials, events etc.). Manage the departmental media profile and create relations with the media. Provide journalistic duties to events in the districts. Conduct regular media monitoring and feedback sessions with units affected to manage their communication. Regularly update media contact list. Provide information and pictures for social media platform. Develop networks for communication at district level.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/241 : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: C5/26/38 (X2 POSTS)**

Directorate: Human Resource Management & Development

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Mopani District: Giyani (X1 Post), (Re-advertisement)

Vhembe District: Thohoyandou (X1 Post)

REQUIREMENTS : An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. Two (2) years' experience in Human Resource Management: Conditions of Services field. Successful completion PERSAL Administration training. Valid South African driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of the PERSAL System. Knowledge of the PCM System. Ability to interpret and apply policy. Analytical and innovative thinking. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy formulation. Project management.

DUTIES : Supervise and render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Supervise processing of leave gratuities/discounting, termination of service and processing of pension documents. Administer long service awards, medical aid and housing allowance. Manage PERSAL transactions related to service benefits. Utilise

resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and Procedures. Compile analysis and CoE liability reports.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/242 : **ADMINISTRATIVE OFFICER: SHERQ, HIV, STI, TB & COIDA REF NO: C5/26/39**

Directorate: Employee Relations & Wellness

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Head Office: Polokwane

REQUIREMENTS : An NQF 6 qualification in Safety Management / Social and Behavioural Sciences / Environmental Health / HRM&D or equivalent as recognized by SAQA. Two (2) years' experience in the Employee Health and Wellness field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of COIDA, Public Service Act, Public Service Regulations, Compensation Fund Policies, Public Financial Management Act, National Treasury Regulations, PoPIA, PAIA and Customer Services (Batho Pele Principles). Knowledge of the Employee Assistance Programme. Communication skills (verbal and written). Computer literacy. Report writing skills. Listening skills. Telephone etiquette and basic interpersonal skills. Data and records management. Problem-solving and decision-making skills. Analytical thinking skills. Planning and organization skills. Coordination and monitoring skills.

DUTIES : To implement the plan for management of occupational injuries and diseases. Conduct safety awareness workshops in the department and districts. Develop and maintain register for occupational injuries and diseases at Head Office. Conduct incident investigations in the workplace and ensure timeous reporting thereof according to the requirements of the General Administrative Regulations. Assist the development and review of OHS/COID general service delivery standards. Monitor implementation of COID in the districts. Collate information on trends regarding occupational injuries and diseases and report quarterly and annually. Liaise with Compensation Commissioner on injury on duty cases. Render administrative support to the directorate. Environmental Health promotion programmes (communicable and non-communicable diseases). Implement Employee Assistance Programme in the department.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/243 : **CONSUMER OFFICER REF NO: C5/26/40**

Directorate: Consumer Affairs

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Waterberg District: Modimolle

REQUIREMENTS : An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law / Business Administration / Law or equivalent as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LCPA, CPS Legislation or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of relevant legislation (CPA, LPCA and PSA). Knowledge of Public Sector Policies and Regulations. 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. Public speaking skills. Attention to detail. Project management skills. Facilitation skills. Ability to work under pressure.

DUTIES : 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 17/244 : **CLUSTER SALES OFFICER REF NO: C5/26/41**
Directorate: Commercial Development
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Head Office: Polokwane
: An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical thinking skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills.

DUTIES : Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing. Partnership management with communities, public and private stakeholders. Community levies. Community empowerment. Kids and Parks programmes.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/245 : **PROJECT ADMINISTRATIVE OFFICER REF NO: C5/26/42**
Directorate: Commercial Development
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Head Office: Polokwane
: An NQF 6 qualification in Tourism Management / Business Management / Project Management or equivalent as recognized by SAQA. A degree in Tourism Management / Business Management / Project Management will be an added advantage. Two (2) to three (3) years' working experience in the Business Administration / Project Management field. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and project management. Computer literacy. Analytical skills. Conflict management and problem solving. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Stakeholder management.

DUTIES : Provide support to project teams. Coordinate Public Private Partnerships (PPP) projects. Develop concept documents for projects. Facilitate development, negotiation and signing of agreements. Coordinate committee meetings. Provide secretarial function for project teams. Implement Limpopo Wildlife Resorts (LWR) Revenue Enhancement Projects. Coordinate product development initiatives for provincial nature reserves and resorts. Monitor LWR business products and services within the provincial nature reserves. Identify and assess new business opportunities to diversify LWR revenue streams and improve its market position. Develop project plans, profiles, packages, and maps in Nature Reserves and Resorts. Manage and supervise project teams. Conduct risk analysis. Administration of product development projects in

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| | | resorts. Facilitate the participation of affected stakeholders in all planned projects to ensure project sustainability. |
| <u>ENQUIRIES</u> | : | Ms WA Klaassen Tel No: (015) 293 8691 |
| <u>POST 17/246</u> | : | <u>BOOKINGS & RESERVATION OFFICER REF NO: C5/26/43</u> Directorate: Commercial Development Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R338 106 – R398 277 per annum (Level 07) Head Office: Polokwane An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Bookings and Reservation field or Front Office role in a lodge, resort or eco-tourism setting. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and project management. Computer literacy. Analytical skills. Conflict management and problem solving skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relations management. People management. Leadership skills. Stakeholder management. Sales and product knowledge (Provincial Protected Nature Reserves and Reports). Financial management. Telephone etiquette. Ability to work under pressure. |
| <u>DUTIES</u> | : | Manage and process all booking inquiries through telephone, email and online platforms. Provide detailed information about the resort's accommodation, wildlife activities (e.g. game drives, hiking trails, etc.), conservation projects, dining options and community-based experiences. Accurately update and manage the reservation system, including guest preferences and special requests. Liaise with resort staff and operations teams to ensure availability of activities and accommodation. Send booking confirmations, invoices, payment requests and pre-arrival communication to guests and resort officials. Coordinate group and package bookings, including tailored itineraries and activity packages. Monitor occupancy levels and suggest strategies to optimise lodging capacity. Handle cancellations, changes and no-shows according to the Reservations policy and ensure proper guest communication. Assist in managing partnerships with booking agents, tourism boards and online travel platforms. Handle clients' queries, complaints and compliments. Filing and safekeeping of documents. Liaise with IT unit for Online Reservations and Booking System upgrades. Prepare daily, weekly and monthly booking reports for management review. Verify and compile database of revenue activities, including guest profiles, booking statistics and revenue reports. Review reservation policies and procedures periodically, identify means of improving productivity and efficiency. Administer complementary bookings. Review annual tariffs according to different categories. Loading of tariffs in the reservation system. Develop and review terms and conditions for reservations. Identify opportunities to promote additional services or packages to enhance customer experience. Provide input into promotional campaigns and seasonal offers based on booking trends. Implement promotions and specials. |
| <u>ENQUIRIES</u> | : | Ms WA Klaassen Tel No: (015) 293 8691 |
| <u>POST 17/247</u> | : | <u>PERMIT OFFICER REF NO: C5/26/44</u> Directorate: Wildlife Resources Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R338 106 – R398 277 per annum (Level 07) Waterberg District: Mokopane Service Centre An NQF 6 qualification in Public Administration / Office Management or equivalent as recognized by SAQA. One (1) to two (2) years' experience. Valid driver's license (with exception people with disability). Be able to travel as and when required. Skills and Knowledge: Knowledge of the relevant acts, directives and resolutions. Computer literacy. Administrative. Records keeping. Norms and standards. Interpersonal relations. Conflict management and problem solving. Interpretation skills. |
| <u>DUTIES</u> | : | Perform and render administrative support for permit duties. Access permit applications for hunting, capture, transport, relocation, import and export of fauna and flora. Process biodiversity permits within prescribed legislative timeframes. Maintain accurate and updated permit registers and electronic |

- databases. Monitor validity and renewal of permits. Receive and capture permit applications. Handle the PHoDIS kits, microships and the distribution of lion, crocodile and leopard hunting tags. Facilitate, issue and monitor the distribution of issued permits. Liaise and advise stakeholders pertaining to permit matters. Attend to permit queries.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/248** : **PERMIT CLERK REF NO: C5/26/45**
Directorate: Wildlife Resources Management
- SALARY CENTRE REQUIREMENTS** : R237 453 – R279 708 per annum (Level 05)
Head Office: Polokwane
An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Public Administration / Office Management or equivalent will be an added advantage. One (1) year experience. Valid driver's license (with exception people with disability). Be able to travel as and when required. Skills and Knowledge: Knowledge of the relevant acts, directives and resolutions. Computer literacy. Administrative. Records keeping. Norms and standards. Interpersonal relations. Conflict management and problem solving. Interpretation skills.
- DUTIES** : Render day to day permitting and administrative support. Receive and administer permit queries registers, appeals and electronic database. Collate information and file processed permit applications. Liaise, and advice stakeholders relating to permit matters. Receive processed permit applications for hunting, capture, transport, relocation, import, and export wildlife. Evaluate and administer the environmental management plan recommendations. Distribute all issued permits to applicants within stipulated timeframes.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/249** : **PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: C5/26/46 (X2 POSTS)**
Directorate: Human Resource Management & Development
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R237 453 – R279 708 per annum (Level 05)
Sekhukhune District: Lebowakgomo (X1 Post)
Vhembe District: Thohoyandou (X1 Post)
An NQF 6 qualification in Human Resource Management or equivalent, as recognized by SAQA. One (1) to two (2) years' experience in Human Resource Management: Conditions of Services field will be an added advantage. Successful completion PERSAL Administration training will be an added advantage. Valid South African driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of PERSAL system. Knowledge of PCM system. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy development skills.
- DUTIES** : Render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry, and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Processing of leave gratuities/discounting, administer long service awards, medical aid and housing allowance. Administer termination of service and processing of pension documents. Capture and process PERSAL Transactions related to service benefits. Processing of pension benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and procedures.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

- POST 17/250** : **REVENUE CLERK REF NO: C5/26/47 (X2 POSTS)**
 Directorate: Management Accounting
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R237 453 – R279 708 per annum (Level 05)
 : Sekhukhune District: Lebowakgomo (X1 Post)
 Waterberg District: Lephalale Service Centre (X1 Post)
- REQUIREMENTS** : An NQF 4 qualification (Grade 12) with Accounting as a subject or equivalent as recognized by SAQA. An appropriate NQF 6 qualification in Financial Management / Accounting / Management Accounting will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of PFMA, DORA and Treasury regulations. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.
- DUTIES** : Issuing of receipts and safeguarding of revenue assets and stock registers. Ensure that all revenue is collected, recorded and banked as prescribed in the revenue policy and procedure manual. Ensure proper safe keeping of face value stock. Compile monthly revenue statistics. Clearing of exceptions in financial accounts.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/251** : **SENIOR FIELD RANGER REF NO: C5/26/48 (X5 POSTS)**
 Directorate: Provincial Protected Areas Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R237 453 – R279 708 per annum (Level 05)
 : Langjan Nature Reserve (X1 Post), (Re-advertisement)
 Lekgalameetse Nature Reserve (X1 Post), (Re-advertisement)
 Makuya Nature Reserve (X1 Post)
 Mphaphuli Nature Reserve (X1 Post), (Re-advertisement)
 Rust de Winter Nature Reserve (X1 Post)
- REQUIREMENTS** : An NQF 4 (Grade 12) / ABET / AET level 3 qualification or equivalent as recognized by SAQA. A National Diploma in Nature Conservation or related will be an added advantage. Valid SAPS Firearm Competency Certificate. Related training is essential (from SAWC or any other accredited institution). One (1) to two (2) years' working experience in the Nature Conservation field. Valid driver's license (with exception of persons with disability). 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. Computer literacy. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
- DUTIES** : Assist with the protection of the nature reserve and its natural resources. Lead teams with the following: law enforcement operations / programmes (nature conservation patrols), inspection and repair the boundary fence, infrastructure maintenance, manage visitors' behaviour and actions in the reserve, reporting non-compliance, assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in the nature reserve which include: gathering biological and ecological data, identify and conduct ecological rehabilitation programs such as soil erosion controls, alien plants removal and bush encroachment programs. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management). Assist with game monitoring programmes. Assist with administration activities.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/252** : **MESSENGER/DRIVER: RECORDS & KNOWLEDGE MANAGEMENT REF NO: C5/26/49**
 Directorate: Security & Facility Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R201 093 – R236 877 per annum (Level 04)
 : Sekhukhune District: Lebowakgomo

- REQUIREMENTS** : An NQF 3 (Grade 8 / ABET / AET) qualification or equivalent as recognized by SAQA. Seven (7) to twelve (12) months experience in driving will be an added advantage. A valid PDP licence. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of messenger services. Knowledge of planning and organising. Knowledge of roads and places. Knowledge of messenger services. Computer literacy. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation skills. Ability to operate photocopier machine. Organisational skills.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items such as mail and documents. Do 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. Collect mail and documents from all over as requested. Collect mail from post office including heavy boxes. Deliver invitations to stakeholders e.g. business group. Collect stationery and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to district logistical support services. Provide transport services for the district officials.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/253** : **FIELD RANGER REF NO: C5/26/50 (X19 POSTS)**
 Directorate: Provincial Protected Areas Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R201 093 – R236 877 per annum (Level 04)
 : Atherstone Nature Reserve (X2 Posts), (Re-advertisement)
 Blouberg Nature Reserve (X1 Post)
 Brackenridge Nature Reserve (X1 Post), (Re-advertisement)
 Hans Merensky Nature Reserve (X1 Post), (Re-advertisement)
 Langjan Nature Reserve (X1 Post), (Re-advertisement)
 Makapans Valley WHS (X1 Post), (Re-advertisement)
 Makuya Nature Reserve (X2 Posts)
 Matrompie Nature Reserve (X1 Post), (Re-advertisement)
 Modjadji Nature Reserve (X1 Post), (Re-advertisement)
 Mokolo Dam Nature Reserve (X1 Post), (Re-advertisement)
 Mphaphuli Nature Reserve (X1 Post), (Re-advertisement)
 Nwanedi Nature Reserve (X2 Posts), (Re-advertisement)
 Rust de Winter Nature Reserve (X1 Post)
 Turfloop Nature Reserve (X2 Posts), (Re-advertisement)
 Witvinger Nature Reserve (X1 Post), (Re-advertisement)
- REQUIREMENTS** : 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). Physically fit. No criminal record. Experience in conservation management programs will be an added advantage. Conservation training certificate / qualification is essential from accredited institution. 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 analysis skills. Client orientation and customer focus. Communication skills.
- DUTIES** : Assist with the protection of the nature reserve and its natural resources. Conduct law enforcement operations / programs (nature conservation patrols). 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.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

- POST 17/254** : **CLEANER: WORK ENVIRONMENT & FACILITY SERVICES REF NO: C5/26/51 (X3 POSTS)**
 Directorate: Security & Facility Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R144 024 – R169 656 per annum (Level 02)
 : Mopani District: Giyani (X1 Post) (Re-advertisement)
 : Mopani District: Phalaborwa Service Centre (X1 Post)
 : Sekhukhune District: Lebowakgomo (X1 Post)
- REQUIREMENTS** : 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
- POST 17/255** : **ROOM ATTENDANT REF NO: C5/26/52**
 Directorate: Provincial Protected Areas Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R144 024 – R169 656 per annum (Level 02)
 : Lekgalameetse Nature Reserve
- REQUIREMENTS** : An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. A housekeeping certificate will be an added advantage. Physically fit. No criminal record. Skills and Knowledge: Ability to work independently and under sustained pressure. Excellent communication and customer relations services skills. Ability to interact with guests and addressing their needs according to job resources. Flexibility in working hours, including weekends and holidays. Time management skills. Ability to complete tasks efficiently and prioritize workload. Must have knowledge of cleaning products and equipment. Ability to execute instructions. Ability to work effectively as part of a team. Adaptability. Be physically fit to perform tasks like lifting, carrying and moving heavy items. Work under extreme weather conditions (cold and hot). People skills. Ability to organise. Service orientation. Decision-making ability. Be self-motivated. Conflict management. Innovation skills.
- DUTIES** : Cleaning tourism facilities, ensuring that guest rooms are properly cleaned, empty waste bins, rooms are properly prepared with clean linen. Clean kitchen, crockery and cutlery. Housekeeping services- remove, wash, iron and store linen properly Guest suppliers are provided and regularly cleaned. Cleaning public areas – all tourist' facilities and surroundings are always clean and ready for use by guests. Always adhere to hospitality standards. Ensure records of stock and amenities. Light bulbs are checked and replaced if necessary. Report damaged items in the guest rooms. Complete hospitality forms from guest. Cleaning of conference halls.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

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| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za |
| <u>CLOSING DATE</u> | : | 05 June 2026 |
| <u>NOTE</u> | : | N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All shortlisted candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za . Only online applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 16 dated 15 May 2026, the posts of Chief Data Technologist: Information and Knowledge Management (Provincial Office, Mbombela (Nelspruit) with Ref No: MPDoH/May/26/266, Assistant Director: Strategic Planning (Provincial Office, Mbombela (Nelspruit)) with Ref No: MPDoH/Mar/26/305 and Assistant Director: Operational Planning (Provincial Office, Mbombela (Nelspruit)) with Ref No: MPDoH/Mar/26/306, and its closing date of 29 May 2026, respectively, has been withdrawn. |

OTHER POSTS

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| <u>POST 17/256</u> | : | <u>MEDICAL SPECIALIST GRADE 1: FAMILY PHYSICIAN REF NO: MPDOH/MAY/26/754</u> |
| <u>SALARY</u> | : | R1 395 528 - R1 479 723 per annum |
| <u>CENTRE</u> | : | Embhuleni Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Physician (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health |

and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Family Physician) for foreign qualified employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Family Physician and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

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

POST 17/257 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAY/26/758 (X4 POSTS)**

SALARY CENTRE : R1 041 402 - R1 121 241 per annum
 : **Gert Sibande District:**
 : Piet Retief Hospital (X2 Posts)
 : Elsie Ballot Hospital (X1 Post)
 : Standerton Hospital (X1 Post)

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

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of

guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

POST 17/258 : **PHARMACIST GRADE 1 REF NO: MPDOH/MAY/26/759**

SALARY : R882 816 – R936 987 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2026). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

DUTIES : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

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

POST 17/259 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/MAY/26/760**

SALARY : R720 819 – R821 484 per annum
CENTRE : Bethal Town Clinic (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring

adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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

POST 17/260 : **OPERATIONAL MANAGER NURSING GRADE 1 (PN-A5): GENERAL UNIT REF NO: MPDOH/MAY/26/761**

SALARY CENTRE REQUIREMENTS : R571 161 - R654 285 per annum
: Bernice Samuel Hospital (Nkangala District)
: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to the facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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

POST 17/261 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/MAY/26/762**

SALARY CENTRE REQUIREMENTS : R571 161 - R654 285 per annum
: Msukaligwa Sub-District (Gert Sibande District)
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Specialized experience: for the MCWYH stream,

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| | | departments often prioritize candidates who have at least 3 to 5 years of experience specifically within Maternal and Child Health services (e.g., Antenatal Care, PMTCT, and Integrated Management of Childhood Illness). Computer literacy (MS Word, Excel, and PowerPoint) is essential for data analysis and report writing as an added advantage. Valid driver's licence. |
| <u>DUTIES</u> | : | Program Coordination: Implementing and monitoring MCWYH policies and guidelines across clinics and hospitals. Quality Assurance: Conducting clinical audits and ensuring adherence to the "Ideal Clinic" or "Ideal Hospital" Realization and Maintenance Framework. Data Management: Analysing program indicators (e.g., maternal mortality rates, immunization coverage) to develop Quality Improvement Plans (QIPs). Staff Development: Facilitating training and clinical accompaniment for junior staff and students. |
| <u>ENQUIRIES</u> | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018. |
| <u>POST 17/262</u> | : | <u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): COMMUNICABLE DISEASES CONTROL (CDC) REF NO: MPDOH/MAY/26/763</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R571 161 - R654 285 per annum Msukaligwa Sub-District (Gert Sibande District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Specialized experience: for the CDC stream, departments often prioritize candidates who have at least 3 to 5 years of experience specifically within Communicable Diseases Control services. Computer literacy (MS Word, Excel, and PowerPoint) is essential for data analysis and report writing as an added advantage. Valid driver's licence. |
| <u>DUTIES</u> | : | As a Clinical Programme Coordinator for CDC, your focus shifts from direct patient care to district or sub-district oversight: Surveillance: Monitoring and analyzing data for communicable diseases (e.g., Measles, Malaria, Meningitis) and reporting NMCs to the district/provincial level. Outbreak Management: Coordinating the response to disease outbreaks, including contact tracing and community screening. Monitoring & Evaluation (M&E): Conducting support visits to clinics to ensure adherence to infectious disease protocols and the Ideal Clinic Realization Framework. Training & Mentorship: Facilitating clinical training for nurses on the management of infectious diseases and new treatment regimens (e.g., Bedaquiline for TB). Reporting: Compiling monthly and quarterly performance reports against Annual Performance Plan (APP) targets. |
| <u>ENQUIRIES</u> | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018. |
| <u>POST 17/263</u> | : | <u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAY/26/766 (X3 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R495 423 – R581 931 per annum Gert Sibande District: Warburton CHC Emthonjeni Clinic Paulina Morapedi CHC Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026). Minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. At least ten (10) of the period referred to above must be appropriate / recognisable experience in the |

specific speciality after obtaining the 1-year post-basic qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 17/264 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/MAY/26/767**

SALARY CENTRE REQUIREMENTS : R495 423 – R581 931 per annum
 : Piet Retief Hospital (Gert Sibande District)
 : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 17/265 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: MPDOH/MAY/26/768**
Re-Advertisement

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Policy / Public Management / Development Studies / Public Administration. as recognized by SAQA. At least a minimum of three (3) years' extensive at supervisory / managerial (Level 7/8) within Strategic Planning, Monitoring and Evaluation Environment. A relevant postgraduate qualification (e.g. in Public Health) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.

DUTIES : Coordinate the planning calendar, templates and internal processes for development and revision of the Strategic Plan and Annual Performance Plan, in line with national and provincial directives and timelines. Consolidate and technically quality-assure programme inputs into draft Strategic Plan/APP and aligned operational/implementation plans. Support alignment across planning instruments to strengthen coherence and traceability of objectives, indicators, targets and interventions. Provide technical guidance to programmes and districts on formulating and refining measurable, consistent indicators and targets aligned to departmental objectives. Contribute to departmental visioning and strategic direction-setting, including preparing technical inputs for strategic sessions. Coordinate and support alignment between strategic/statutory plans and municipal Integrated Development Plans by providing health-sector inputs to municipal/district processes and ensuring departmental priorities are integrated into district/metro planning instruments.

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

POST 17/266 : **ASSISTANT DIRECTOR: OPERATIONAL PLANNING REF NO: MPDOH/MAY/26/769**
Re-Advertisement

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Development Studies / Health Management / Project Management as recognized by SAQA. At least a minimum of three (3) years' extensive at supervisory / managerial (Level 7/8) within Strategic Planning, Monitoring and Evaluation Environment. A relevant postgraduate qualification (e.g. Public Health, Programme / Project Management) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.

DUTIES : Coordinate operational planning calendar, templates and processes for developing, consolidating and annually reviewing the Department's Annual Operational Plans across programmes and districts, per provincial and national timelines and directives. Facilitate translation of Strategic Plan and APP commitments, ensuring coherence and alignment to departmental priorities. Support integration with resource planning, including human resource implications. Track and review implementation through monitoring engagements, consolidated status updates and identification of bottlenecks

requiring management action. Compile analytical planning and implementation reports for management structures, including EXCO, committees and oversight forums, and provide inputs for quarterly and annual performance reporting. Maintain planning tools, templates and systems, ensuring complete, accurate and consistent data. Coordinate alignment with municipal Integrated Development Plan priorities, translating agreed health commitments into implementable activities.

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

POST 17/267 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/MAY/26/770**

SALARY : R413 121 - R472 359 per annum
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

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

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

POST 17/268 : **DIETICIAN GRADE 1 REF NO: MPDOH/MAY/26/772 (X2 POSTS)**

SALARY : R413 121 - R472 359 per annum
CENTRE : **Gert Sibande District:**
 Bethal Hospital
 Piet Retief Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2026). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills,

- written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
- DUTIES** : Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 17/269** : **HEALTH PROMOTION PRACTITIONER REF NO: MPDOH/MAY/26/773**
- SALARY** : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Nhlazatshe 6 Clinic (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus an appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three (03) years' appropriate experience in the field of health promotion. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
- DUTIES** : Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 17/270** : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/MAY/26/775 (X2 POSTS)**
- SALARY** : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate/ Grade 12 plus six (6) years' relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Management as recognized by SAQA with three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer (Level 7). A least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. Skills and competencies: In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits, Administration, Performance Management, Human Resource Development and Skills development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations and 245 Treasury Regulations. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at levels. Logical and innovative thinking abilities and leadership skills. Valid driver's license.

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| <u>DUTIES</u> | : | Co-ordination and compilation of reports regarding the filing of posts. Monitor the development and review of the system of administering processes in the area of HR strategy and the management of demand and supply of human resources. Monitor and advise the process of recruitment and selection within the Department. Development of service in the standards in the area of responsibility. Monitor the implementation of Operational Plan of the unit. Manage staff in terms of the approved Performance Management and Development system: Conduct performance midterm reviews and annual performance assessment of staff. Ensure compliance and effective implementation of employment equity and skill development. Facilitate processing of pension benefits and leave payouts. Create and maintain the complete and accurate Human Resource records. Approve PERSAL Transactions captured. Utilize resources effectively, adhere to Batho Pele Principle and service standard. |
| <u>ENQUIRIES</u> | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018. |
| <u>POST 17/271</u> | : | <u>HEALTH INFORMATION OFFICER REF NO: MPDOH/MAY/26/776</u> |
| <u>SALARY</u> | : | R413 001 per annum (Level 08), (plus service benefits) |
| <u>CENTRE</u> | : | Gert Sibande District Office, Ermelo |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree (NQF Level 6/7) in Statistic / Information Management as recognized by SAQA with three (3) relevant experience. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence. |
| <u>DUTIES</u> | : | Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies. |
| <u>ENQUIRIES</u> | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018. |
| <u>POST 17/272</u> | : | <u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/MAY/26/777</u> |
| <u>SALARY</u> | : | R338 106 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Carolina Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Knowledge of legal framework and any other policies. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. |
| <u>DUTIES</u> | : | To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, |

projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

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

POST 17/273 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/MAY/26/795 (X18 POSTS)**

SALARY CENTRE : R337 359 – R397 392 per annum
 : **Gert Sibande District:**
 Amajuba Memorial Hospital (X1 Post)
 Bethal Hospital (X1 Post)
 Embhuleni Hospital (X1 Post)
 Piet Retief Hospital (X3 Posts)
 Mooiplaas Clinic (X1 Post)
 Vukuzakhe Clinic (X2 Posts)
 Nhlazatshe Clinic (X2 Posts)
 Paulina Morapedi CHC (X1 Post)
 Sakhile Clinic (X2 Posts)
 Nthoroane Clinic (X1 Post)
 Morgenzon Clinic (X1 Post)
 Elsie Ballot Hospital (X1 Post)
 Ermelo Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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

POST 17/274 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/MAY26/797 (X2 POSTS)**

SALARY CENTRE : R275 340 – R310 422 per annum
 : **Nkangala District:**
 Ezamokuhle Clinic
 MN Cindi (Thussville) Clinic

REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management

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| | | skills. Professionalism, accuracy, flexibility, independence and ethical behaviour. |
| <u>DUTIES</u> | : | Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy. |
| <u>ENQUIRIES</u> | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018. |
| <u>POST 17/275</u> | : | <u>ARTISAN (PRODUCTION) GRADE A: PLUMBER REF NO: MPDOH/MAY/26/798</u> |
| <u>SALARY</u> | : | R253 341 – R281 172 per annum |
| <u>CENTRE</u> | : | Amajuba Memorial Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Plumbing. Valid driver's licence. Knowledge and experience of painting repairs, maintenance, and new paint works. Knowledge of painting codes and standards. Knowledge of Occupational Health & Safety Regulation. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed. Requirements and skills: Proven experience as a plumber. Excellent knowledge of plumbing material and how to select, mix and apply them. Solid knowledge of commercial and/or construction plumbing techniques. Aptitude in using appropriate tools. Good basic math skills. Manual dexterity with excellent balance to work on scaffolding, ladders etc. Conscientious with great attention to detail. High school diploma; successful completion of an apprenticeship. Frequently asked questions. |
| <u>DUTIES</u> | : | To maintain the plumbing at Health facilities by inspecting and undertaking plumbing jobs including reporting thereon. Preparation and Plumbing of Health facilities. Preparation and Repairs and maintenance of Plumbing to Health facilities. Identifies sources of plumbing deterioration and complete repairs according to the job cards. Selection and specification of materials and materials estimates. Maintains accurate records on materials and labour used. Maintains inventory of tools. Equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required. |
| <u>ENQUIRIES</u> | : | Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018. |

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 17/276** : **STATE VETERINARIAN: PCR PROCEDURES/ RESIDUES AND TOXICOLOGY VETERINARY SERVICES (STELLENBOSCH) REF NO: AGR 25/2026 ORGANISATION**

- SALARY** : R932 292 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate BVSc/ BVMCh qualification; Registration as a Veterinarian with the S.A Veterinary Council; A minimum of 1-year post-qualification experience; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Managing technical personnel, Special interest poultry pathology and disease diagnostics; Interest in molecular biology, toxicology and clinical pathology; Animal diseases especially the macro- and microscopic pathology of diseases (veterinary pathology); Laboratory diagnostics in all disciplines with emphasis on infectious diseases and zoonoses; Advising on control, treatment and prevention of animal diseases diagnosed; Monitor the health of sheep and or chicken flock at the laboratory, including treating sick animals and preventative treatment e.g. vaccinations; Personnel management and supervision for technical staff in laboratory sections; Laboratory information management systems (LIMS); Management skills required for the supervision of the laboratory sections including advice and guidance regarding the purchases of reagents and other requirements, within the allocated budget; Principles of a quality management system based on ISO/IEC 17025; Above average verbal and written communication skills; Computer literacy in Microsoft Office; Organisational skills, practical, precise and ability to work independently and as part of a team; Ability to perform full post mortem examination and to recognize and interpret post mortem lessons.
- DUTIES** : Responsible to render a Veterinary Laboratory Diagnostic service; Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service.
- ENQUIRIES** : Dr G Msiza Tel No: (021) 808 5001

- POST 17/277** : **CELLAR TECHNOLOGIST: AGRO-PROCESSING SUPPORT (ELSENBURG) REF NO: AGR 02/2026**

- SALARY** : R338 106 – R398 277 per annum (Level 07)

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| <u>CENTRE REQUIREMENTS</u> | : Department of Agriculture, Western Cape Government : An appropriate 3-year National Diploma (equivalent or higher qualification) in Oenology; A valid Integrated Production of Wine (IPW) certificate; A valid Code C1 (or higher) driving license with a valid Professional Driving Permit; A valid Forklift license; A minimum of 1 year relevant winemaking experience. Competencies: Working knowledge and understanding of the following: The production of wine, different wine styles (brandy, port, sherry, rose, white, red, sweet, Cap Classique). This should include grape ripeness monitoring, grape receipt with pressing and destemming equipment, alcoholic fermentation in various vessels of stainless steel, amphora, terra cotta and oak, conducting malolactic fermentation, filtration of wine, and all relevant wine analysis during the various winemaking processes; Able to perform all relevant and important laboratory techniques (Volatile acidity, pH, titratable acidity, residual sugar, sulphur dioxide); Full operation of a wine cellar. Skills in the following: Good communication and information management skills; Good interpersonal skills; Training and presentation skills; Planning and organising skills; Project management; Innovating and creative thinking; Problem solving and decision making. |
| <u>DUTIES</u> | : Liaise with winemaker on servicing of cellar equipment under supervision; Liaise with and assist assistant winemaker and winemaker to facilitate cellar administration such as WineMS / SAWIS and stock take; Ensure the stock of the chemical store is up to date and order as necessary; Assist the Cellar Manager with human resource management administration; Assist with general administration of the cellar; Assist the Cellar Manager with the implementation of the cellar wastewater; Provide assistance with implementation of pre-harvest program; Continuous evaluation of the functioning of wine machinery equipment and ensuring the on-time servicing thereof; Provide assistance to the winemaker during harvest by means of: coordination of harvesting dates and production process of all wine styles produced; Provide assistance with stability of wines, filtration and bottling of wines; Provide assistance to winemaker in terms of quality management of the wines by means of administration and coordination of wine analysis through SAWIS and IPW; Ensure accreditation systems of the cellar are in place and according to SA Wine Industry standards; Provide assistance to winemaker in terms of wine laboratory practical's with students; Provide assistance with administration, services and purchases for wine cellar; Experience in a wine cellar working with the production of wine; Relevant experience with IPW accreditation; Practical experience with WineMS, SAWIS, SARS (including both VMP and SVM warehouses); Experience with winery equipment such as sorting tables, weighing scales, peristaltic pumps, presses, crushers and destemming equipment, filtration units, and servicing of such equipment; WSET Level 2; Able to perform all relevant laboratory techniques; Training / practical experience in WineMS / SAWIS / SARS and IPW. |
| <u>ENQUIRIES</u> | : Ms L Geldenhuys Tel No: (021) 808 5483 |
| <u>POST 17/278</u> | : <u>ADMINISTRATIVE OFFICER: AGRICULTURAL PARTNERSHIP FOR YOUTH DEVELOPMENT (ELSENBURG) REF NO: AGR 17/2026</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R338 106 – R398 277 per annum (Level 07) : Department of Agriculture, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; knowledge of working procedures in terms of the working environment; Disciplinary code and procedures; People management; Skills in the following: Networking and presentation; Communication (written and verbal); Planning and organising; Analytical; Database management; Report writing; Interpersonal skills; Problem solving. |
| <u>DUTIES</u> | : Coordination agricultural partnership for youth development projects and internship; Administer internships, and the Agricultural Partnership for Youth Development and Internship and bursaries programmes; Perform administrative functions; People Management. |
| <u>ENQUIRIES</u> | : Mr J Constable Tel No: (021) 808 5044 / Ms I Stander Tel No: (021) 808 5448 |

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 17/279** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDAT 19/2026**
- SALARY CENTRE** : R487 197 - R573 897 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System). Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project management; Accounting, finance and audit.
- DUTIES** : Collection and recording of revenue: Cashier, banking service and electronic payments; Debt management; Monitoring and reporting on revenue; Expenditure management: Compensation of employees; Goods and services; Transfers and subsidies; Reporting; Supervise employees to ensure an effective financial accounting service.
- ENQUIRIES** : Ms M Abrahams Tel No: (021) 483 9138
- POST 17/280** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DEDAT 20/2026**
- SALARY CENTRE** : R413 001 - R486 501 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Competencies: Working knowledge of the following: Public Finance Management Act; Supply Chain Management; Financial Management; Procurement prescripts. Skills needed: Communication (written and verbal) skills; Report writing skills; Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Excellent report writing, Organising and Planning; Problem Solving; Analytical.
- DUTIES** : Provide the following services: Demand management, Acquisition management, Contract management, Logistics and payments, Filing and database management; General administration.
- ENQUIRIES** : Ms J Davids Tel No: (021) 483 9148

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 17/281** : **CONTROL ENVIRONMENTAL OFFICER: POLLUTION PREVENTION AND REGULATORY SERVICES (POLLUTION AND CHEMICALS MANAGEMENT) REF NO: EADP 10/2026**

- SALARY CENTRE** : Grade A: R636 978 - R728 646 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

- REQUIREMENTS** : An appropriate 4-year B-degree/honors (equivalent or higher qualification) in environmental management, natural or physical sciences, or engineering; a minimum of 6 years' relevant experience in environmental management; a valid (Code B or higher) driving license. Competencies: Knowledge, proven experience, and understanding of the following: The National Environmental Management Act as well as pollution management-related guidelines, policies and best practices; Environmental management, especially related to integrated pollution management and application of environmental legislation; The functioning and responsibilities of the three spheres of government as it pertains to environmental pollution management. Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA); Financial Management and public procurement prescripts and processes; Human resource management; Methodologies and techniques for the evaluation and monitoring of pollution impacts; Skills in the following: Supervision of staff; numeracy; computer literacy in the MS Office package (Word, Excel, PowerPoint, etc.); communication skills (written and verbal), including presentation skills; report writing; planning and implementation; project planning and management; data analysis; analytical and creative thinking to address complex environmental challenges; research; and time management.

- DUTIES** : Implement pollution case management, including investigation, compliance monitoring, and stakeholder engagement; manage and administer financial and human resources and provide strategic inputs into business planning; actively engage, support, and provide input into transversal initiatives and forums relevant to pollution and chemicals management, including implementation of the Western Cape Sustainable Water Protection Plan; and manage and provide specialist comment on various legislation, policies, norms and standards, EIAs and action plans, etc. in terms of avoiding or minimizing pollution impacts on the environment.

- ENQUIRIES** : Ms Catherine Bill Tel No: (021) 483 2760

- POST 17/282** : **STATE ACCOUNTANT: BANKING REF NO: EADP 08/2026**

- SALARY CENTRE** : R413 001 - R486 501 per annum (Level 08)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 1 year of experience in a related field. Competencies: Knowledge of the following: Have a strong financial background specifically in public sector finance. Have a good understanding of the Public Finance Management Act as well as the Treasury Regulations and Finance Instructions; Knowledge and understanding of relevant National and Provincial legislation, policy prescripts, regulations, standards and procedures; Knowledge of transversal public sector accounting systems; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes, and systems. Skills in the following: Numeracy, literacy, language skills, Accounting, Finance and audit, information technology, Formal training, financial analysis, computer literacy (MS Office Package), data analysis skills, and people skills.
- DUTIES** : Ensure fund requisitions, cash flow, transfer and revenue payments, and bank reconciliation are performed. Oversee the cashier function, storing & safeguarding of face-value forms, financial records, and reconciliation of the revenue register. Maintenance of the principal ledger accounts and clearing of online bank transactions; supervisory tasks.
- ENQUIRIES** : Mr E Van der Merwe Tel No: (021) 483 3369

POST 17/283 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): DEVELOPMENT MANAGEMENT REGION 3, REF NO: EADP 09/2026**

SALARY CENTRE : R357 597 - R395 352 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary National Diploma/B-Degree in Environmental Management, Natural or Environmental Sciences or related field; registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); already registered; or meets the requirements for registration and have either already applied for registration and paid the prescribed application and registration fee (appointment will be conditional to actual registration with EAPASA by a specified date) A valid driving license (Code B or higher). Competencies: Knowledge in the following: Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems; practical implementation of environmental legislation, policies, norms, and guidelines; integrated environmental management; EIA process applicable in the Western Cape. Skills needed: Literacy; Computer Literacy (MS programs); Information technology (GIS tools, etc.); Language proficiency (at least two of the three official languages of the Western Cape Province); Communication, project management, report writing, analytical skills, and time management.

DUTIES : Maintain quality and productivity with regards to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regards to the processing of post-decision reports and applications, for example, amendment applications, Environmental Audit reports and ECO reports; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects; Qualifications with respect to environmental management, natural or environmental sciences or related field.

ENQUIRIES : Mr D Swanepoel Tel No: (044) 814 2008

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 : 05 June 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.

ERRATUM: Kindly note that the advert for the POST 16/309: Professional Nurse Grade 1 To 3 (General) (FAMILY Medicine) (X3 Posts), George Regional Hospital, Salary Grade 1: R337 359 per annum, Grade 2: R411 978 per annum, Grade 3: R495 423 per annum Centre: George Regional Hospital, advertised in the Public Service Vacancy 16 dated 08 May 2026 with Ref No: Post 16/309 has been cancelled.

OTHER POSTS

POST 17/284

: **DEPUTY DIRECTOR: GRADE 1 RADIOGRAPHY (MEDICAL IMAGING SERVICES)**
Directorate: Health Technology

SALARY

: Grade 1: R1 087 263 per annum, (A portion of the package can be structured to meet the individual's needs).

CENTRE

: Goodwood, Cape Town, Western Cape

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Radiographer. Registration with Professions Council: Registration with the HPCSA as a Radiographer. Experience: A minimum of 3 years' appropriate experience after registration with HPCSA as a Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel within the province. Physically fit and able to perform on-site inspections of related medical imaging infrastructure and equipment. Competencies (Knowledge and Skills): Strong leadership, managerial, and organizational skills, with proven ability to coordinate multi level radiographic services and provide strategic and operational direction. Planning and analytical skills, including strategic, operational, and contingency planning, as well as the ability to monitor, evaluate, and improve service delivery performance. Effective problem solving and decision-making skills, with the ability to work independently, adapt to changing healthcare environments, and resolve complex service delivery challenges. Excellent communication and interpersonal skills, including consultation, negotiation, facilitation, presentation, and stakeholder engagement at institutional, regional, and provincial levels. Quality assurance and information management skills, including the ability to analyse service data, generate management statistics, establish performance indicators, and support evidence-based decision making. Computer literacy and reporting skills relevant to management, monitoring, and evaluation of radiographic medical services. Knowledge of medical imaging related regulations/policies/acts, etc. such as SAHPRA, National Health Act, OHSA Computer Literacy (Ms. Word, PPT, Excel, Copilot, etc.)

DUTIES

: Provide strategic and operational leadership for provincial radiographic medical services, including the development, implementation, and monitoring of strategic, operational, and service delivery plans aligned with national and provincial health priorities. Coordinate, advise, and support health institutions and regions on best practice radiographic service delivery, including the planning, commissioning, upgrading, and optimisation of radiographic departments and services. Ensure effective governance and regulatory compliance through the development, implementation, and monitoring of relevant legislation, policies, protocols, and guidelines, including radiation protection, occupational health and safety, and patient safety standards. Monitor, evaluate, and improve service quality and performance by conducting service delivery assessments, satisfaction surveys, analysing trends, implementing corrective interventions, and ensuring compliance with norms and standards. Provide expert technical advice on radiographic equipment acquisition, maintenance, and lifecycle management, including support to supply chain processes, tender specifications, and equitable distribution of resources. Engage and liaise with key stakeholders at institutional, regional, provincial, and national levels, including engineering and technical support services, to ensure integrated and sustainable radiographic service delivery.

- ENQUIRIES** : Ms Z Zigayi, email: Ziyanda.Ziygayi@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.
- POST 17/285** : **PHARMACY SUPERVISOR GRADE 1**
Chief Directorate: Metro Health Services
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Du Noon Community Day Centre, Southern/Western Sub-Structure
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 SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to tutor staff. Valid Driver's License (Code B/EB or equivalent). Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication, interpersonal and conflict handling skills, and computer literacy.
- DUTIES** : Effective medicine supply management (procurement, storage, control and distribution of pharmaceuticals) for all pharmaceuticals for the facility and linked services in the community-based platform. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational medicine use by implementing provincial policies. Compile and update Standard Operating Procedures. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.
- ENQUIRIES** : Mr R Hall Tel No: (021) 200-4501
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a practical/ written and oral assessment.
- POST 17/286** : **REGISTRAR (MEDICAL): FAMILY MEDICINE (X4 POSTS)**
Chief Directorate: Metro Health Services
(4 Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Metro East Training complex: Stellenbosch University
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 Medical Practitioner (Independent Practice). Inherent requirements of the job: A valid (code B/EB) driver's license. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Strong interpersonal and time-management skills. Good interpersonal and time-management skills. Ability to work effectively within a multidisciplinary team. Appropriate experience in South African District Health Services.
- DUTIES** : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports. Support leadership and quality improvement initiatives within healthcare services.
- ENQUIRIES** : Dr W Viljoen Tel No: (021) 852-4700
NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of four (4) years. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position as personal and they are entitled to pay progression. It may become necessary to second or transfer

staff to another hospital or institution during their training period; staff will be consulted prior to any such decision being implemented. Registrars will function across health facilities as per an agreed programme, including rotations within an assigned training complex (Helderberg Hospital, Eerste River Hospital, Tygerberg Hospital, Karl Bremer Hospital, Khayelitsha CHC, Kraaifontein CHC, Delft CHC, Elsies River CHC and primary healthcare clinics). Employees in service who elect to retain pension benefits will be required to resign upon completion of registrarship should they not be appointed to an advertised Specialist post. Applicants must indicate whether they have any bursary obligations. The Department of Health subscribes to the principles of Employment Equity. Candidates with disabilities are encouraged to apply. Specific Registrar posts will be identified under the Affirmative Action programme to ensure representivity in line with applicable procedures. Preference will be given to South African citizens or permanent residents with a valid identity document. Applicants with temporary residence status will not be considered. Registrars will be required to register as postgraduates with the University of Stellenbosch in accordance with the discipline's yearbook and guidelines. Should registration with the Higher Education Institution (HEI) as a student be discontinued for any reason, the Registrar appointment will automatically terminate. Candidates who are not in possession of the stipulated registration requirements may apply on condition that proof of application and payment of prescribed registration fees to the relevant council are submitted on or before the interview date. This concession applies only to first-time registrations or change in registration status.

- POST 17/287** : **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District
- SALARY** : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Wellington CDC
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases.
- DUTIES** : Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post.

- Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.
- ENQUIRIES** : Dr P van Wyk (Family Physician) or Dr R Gaffoor (Clinical Manager Tel No: (021) 877-400)
- 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).
- POST 17/288** : **DEPUTY DIRECTOR: PACS/RISK (E HEALTH CLINICAL SYSTEMS)**
Directorate: Information Technology
- SALARY** : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience in clinical information systems, health informatics, or information management. Appropriate experience managing and leading clinician-facing digital health systems and programmes. Proven experience in the implementation and operational management of clinical systems and/or specialised clinical platforms. Appropriate experience managing complex clinical workflows, interoperability, and healthcare standards in a regulated environment. Proven experience in project and programme management across the full system lifecycle, including procurement, implementation, and operational support. Experience working within the public health sector or similarly regulated healthcare environments. Inherent requirements of the job: In-depth knowledge of clinical workflows, particularly within diagnostic and specialist clinical services. Strong understanding of digital imaging systems, PACS/RIS/VNA and related clinical technologies. Knowledge of international healthcare interoperability standards. Ability to work closely with clinicians, technical teams, vendors, and governance structures. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Strong clinical systems and health informatics knowledge. Project and programme management expertise in clinical IT environments. Knowledge of IT, clinical and medico-legal governance frameworks. Experience with SCM, contract management, and SLA oversight. Excellent stakeholder engagement, communication, and negotiation skills. Strong analytical, problem-solving, and decision-making abilities. Ability to lead multidisciplinary teams in complex, high-risk environments.
- DUTIES** : Lead and manage the eHealth Clinical Systems programme, including clinician-facing digital health initiatives mandated by the executive. Oversee the planning, implementation, and operational management of PACS, RIS, VNA and other specialised clinical systems. Apply and enforce IT, clinical, and medico-legal governance across all eHealth clinical projects and operations. Manage procurement, contracts, and service level agreements in collaboration with SCM, SITA, and strategic partners. Ensure compliance with national and provincial policies, healthcare standards, and regulatory requirements. Provide strategic input into the digital health strategy, clinical interoperability, analytics, and innovation initiatives (including AI-enabled clinical solutions). Lead, manage, and develop the eHealth Clinical Systems team, including performance management, capacity building, and succession planning. Manage budgets, financial controls, and reporting for the eHealth Clinical Systems portfolio. Act as a key liaison between IT, clinical services, governance structures, and external partners. Collaborate with the broader IT ecosystem stakeholders and managers to implement departmental digital strategy.
- ENQUIRIES** : Ms N Dlamini Tel No: (021) 483-8945
- NOTE** : No payment of any kind is required when applying for this post.

POST 17/289 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (WARD 5A & 5B MALE ADMISSIONS)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Valid code (B/EB) drivers' licence. Willingness to work shifts, after hours, public holidays, day or night and standby duties. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Computer Literacy in the MS package (Word, Excel and PowerPoint). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate experience working with in the Acute Psychiatric Services.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Mr ST Mndende Tel No: (021) 370 -1400 / Mr M Banzi Tel No: (021) 370 -1248
NOTE : No payment of any kind is required when applying for this post.

POST 17/290 : **OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
West Coast District

SALARY : R720 819 per annum
CENTRE : **Swartland Sub-district:**
Malmesbury CDC (X1 Post)
Moorreesburg Clinic (X1 Post)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year

post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Oversee Satellite Clinics and mobile health services. Willingness to work overtime when necessary and willingness to support other clinics in the Sub-district. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards compliance Good organizing skills. Computer literacy (MS Word and Excel). Good interpersonal and communication skills.

DUTIES : Effective and holistic management of patients on PHC level regarding acute services, Assessment and taking of medical history, physical examination, diagnoses, prescription of treatment. Effective management and execution of integrated Child Health and Youth Services including school health services. Effective management and execution of integrated maternal & woman's health services according to the guidelines. Effective management and execution of integrated HAST services. Provide holistic management and leadership in the PHC facilities and coordinate mobile services.

ENQUIRIES : Mr. RA Christoffels Tel No: (022) 482-2729

NOTE : No payment of any kind is required when applying for this post.

POST 17/291 : **CHIEF PHYSIOTHERAPIST GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R598 260 per annum

CENTRE : Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPCSA as a Physiotherapist. Experience: A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to work overtime. Competencies (knowledge/skills): Appropriate, extensive clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital setting with appropriate experience in Neurology, Neurosurgery, Orthopaedics, Cardiopulmonary and intensive care. Appropriate managerial experience. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, conflict resolution, interpersonal, communication, leadership and organisational skills.

DUTIES : Promote, manage and develop physiotherapy services at DP Marais and Brooklyn Chest Hospitals including mobility, strength and endurance, neuro rehabilitation and chest physiotherapy. Assist in the management, policy formation, strategic planning process of unit and Physiotherapy Department, and deputize for the head of Department when required. Supervise and develop personnel in the team, including mentoring physiotherapist at a more junior level and undertaking quarterly evaluations for staff. Manage physical and human resources in the unit and co-ordinate all administrative activities regarding the patients in the unit. Supervise, train and co-ordinate student placements; undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Dr JT Riele Tel No: (021) 508-7446

NOTE : No payment of any kind is required when applying for this post.

POST 17/292 : **OPERATIONAL MANAGER NURSING (GENERAL) (MEDICAL PAVILION)**

SALARY : R571 161 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent

requirements of the job: Perform after-hour, weekend and public holiday duties for the department and the hospital. Night duty hospital allocation as required. Competencies (knowledge / skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal / communication skills. Ability to function independently as well as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure Effective communication, interpersonal, leadership, decision making and conflict resolution skills Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Able to cope well under pressure.

DUTIES : Motivate, encourage and lead all nursing teams positively. Effectively manage financial, and human resources in all aspects of the job description. Responsible for the co-ordination and delivery of quality nursing care within the relevant department; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support 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.

ENQUIRIES : Ms A Moodley Tel No: (021) 404-2074
NOTE : No payment of any kind is required when applying for this post.

POST 17/293 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 Overberg District

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Theewaterskloof Sub-district, PHC Support and Outreach
REQUIREMENTS : Minimum Education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills): Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.

DUTIES : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.

ENQUIRIES : Ms H Human Tel No: (028) 814-3717
NOTE : Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant

council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Psychiatric Nursing Science or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing.

- POST 17/294** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEPHROLOGY)**
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing: General. OR A 4 year Bachelor Degree in Nursing (R174) or (R171) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult) or Nephrology. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC 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 after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate within Nephrology unit. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet.
- DUTIES** : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional nurse in Nephrology. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
- ENQUIRIES** : Ms R Sutcliffe Tel No: (021) 404-2092
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.

- POST 17/295** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU ORGAN TRANSPLANT COORDINATOR)**
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General (R212) or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows

registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Critical Care Nursing (Adult). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with 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 this period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Must be prepared to be on call. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight related Organ transplant coordination. Knowledge of relevant legislation and policy related to organ transplant coordination. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organizational skills and the ability to function under pressure.

DUTIES : Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Organ transplant unit. Effective management of cadaver and familial organ donor patients. Effective liaising with all relevant stake holders within the organ transplant team. Effective utilisation of human and financial Resources to ensure optimal operational function in the area. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms R Sutcliffe Tel No: (021) 404-2092

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 or post-graduate qualification in the relevant speciality.

POST 17/296 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Khayelitsha CHC (X1 Post)
Nolungile CDC (X1 Post)
Mfuleni CDC (1 Post)
KESS (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. 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 periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid driver's licence. Willingness to work overtime when necessary. Willingness to provide outreach services. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education,

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| | | training and of basic post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. |
| <u>DUTIES</u> | : | Provide and perform clinical nursing practice in accordance with the scope of practice and nursing standards for PHC services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Participate in research activities. |
| <u>ENQUIRIES NOTE</u> | : | Mr DB Grootboom Tel No: (021) 360 5247 |
| | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>POST 17/297</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (NEURO CLINIC)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R495 423 per annum Grade 2: R607 350 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Lentegeur Hospital |
| | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable 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/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Must be prepared to assist in all departments according to operational requirements. |
| <u>DUTIES</u> | : | Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. |
| <u>ENQUIRIES NOTE</u> | : | Ms R Venter Tel No: (021) 940-4424 |
| | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in |

a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 17/298

: **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum
: Stikland Hospital
: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Public Financial Management and Supply Chain Management. Appropriate working experience in BAS; LOGIS, Vulindlela and the ePS. Appropriate financial management and supervisory experience. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Advanced computer literacy in Microsoft Office. Advanced skills in managing BAS; LOGIS and related administrative processes like Budget Management and the Management of Assets & Liabilities. Sound knowledge of all prescripts governing and applicable to Finance and Supply Chain Management within the Public Health environment. Sound knowledge of the PMFA, Treasury Regulations &, DOH & Wellness financial prescripts & management systems, the Western Cape Accounting Officer (AO) system and other prescripts, the Western Cape Health Facilities Boards Act & Regulations. Strong managerial; leadership and supervisory experience and skills in managing a multidisciplinary finance team. Excellent communication skills (verbal and written).

DUTIES

: Monitor compliance with financial prescripts and provide support in the coordination of policies, internal controls and improve processes. Management of the Hospital Facility Board, administration and related. Ensure effective and compliant supply chain management processes in line with PFMA and related regulations and prescripts. Manage procurement, demand, acquisition, contract management, asset management and inventory control functions. Management of BAS/LOGIS payments and Mini Contracts. Ensure accurate Asset & Liability management. Implement, effective controls to ensure audit compliance and good governance, monitor and adjust as required. Effectively coordinate year-end closure (AFS) and interim financial statements Scrutinise and carefully prepare files for audit purposes. Effective management of People Management resources including Human Resource Planning, R&S, Training & Development, building strong teams and fostering team cohesion and where necessary discipline and consequence management.

ENQUIRIES

: Mr N Walters Tel No: (021) 940-4404

NOTE

: No payment of any kind is required when applying for this post.

POST 17/299

: **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
West Coast District

SALARY

: Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE
REQUIREMENTS

: Sonstraal Transitional Care Hospital, Paarl
: Minimum educational qualification: Appropriate qualification that allows 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: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-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 HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 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. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. 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 to rotate within the Sub-Structure and perform relief duties. Competencies (knowledge/skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal skills and communication skills Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs, (Knowledge of Community Orientated Primary Care), sound knowledge of relevant national, provincial legislation and Health Care 2030. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Delivery of optimal outcomes-based interventions to patients in the WCTBC (Sonstraal and IDH) according to occupational therapy principles and protocols. Mobility and assistive device services rendered in the facility, to be involved in research projects at the institution. Facilitation of training for health personnel, clients, their families, volunteers and inter-departmental personnel, liaise and collaborate with stakeholders. Perform administrative tasks relating to department and skills development and training for Occupational Therapist.

ENQUIRIES : Dr W Oosthuysen Tel No: (021) 815 8344
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 17/300 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3: CLINICAL PHARMACOLOGY**

SALARY : Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Technologist in Clinical Pharmacology. Registration with the Professional Council: Registration with the HPCSA as a Medical Technologist in Clinical Pharmacology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) 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 Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) 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 Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) 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: Perform after hours, weekend and public holidays as required. Competencies (knowledge/skills): Trained and qualified in laboratory techniques, with recent appropriate experience and close attention to detail. Strong knowledge of the laboratory quality management systems and regulatory frameworks. Excellent interpersonal skills and effective communication Trained and qualified in ISO 15189 with work experience in an accredited laboratory. Knowledge about routine drug analysis and the importance of patient management. Excellent knowledge and skills in use and maintenance of laboratory equipment. Ability to work in a team

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| | | and independently. Proficiency in the management system implementation and Microsoft Office Suite. |
| <u>DUTIES</u> | : | Specimen receipt and handling. Performance of TDM assays. Electronic data capture (DISALAB) and clinician interface. Maintenance of the IQC programme. Instrument and Equipment Maintenance. Specialised assays – Sample receipt and handling. Assistance with stock management. |
| <u>ENQUIRIES</u> | : | Prof P Sinxadi Tel No: (021) 406-6008 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". |
| <u>POST 17/301</u> | : | <u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (OCCUPATIONAL THERAPY)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum |
| <u>CENTRE</u> | : | Stikland Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the 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 is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom 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 as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of providing intervention for clients with mental health challenges. Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Computer literacy. |
| <u>DUTIES</u> | : | Provide evidence based Clinical Service within a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatments plans within allocated areas. Administration related to clinical service delivery. Ensure effective resource management and general administration tasks. Student supervision and training. Management of events and projects advocating for mental health services. |
| <u>ENQUIRIES</u> | : | Ms Y Louw Tel No: (021) 940-4590 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). |

POST 17/302 : **PRINCIPAL TELECOM OPERATOR**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work shifts. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, e-mail). Excellent written and verbal communication skills. Leadership capabilities, managerial and organisation skills. Ability to function individually and as part of a team. Understanding the switchboard process. Appropriate knowledge and experience in Switchboard operations. Experience: Appropriate experience with electronic switchboards and paging systems, including AC WIN and MAN 3000 Expense Manager. Appropriate supervisory experience.

DUTIES : Overall Management of the Telecommunications component, responsible for all technical matters, including Budget control, expenditure, and ensuring effective Human Resource Management. Accurate and timeous reporting as per requirements and compiling of switchboard statements. Knowledge of disciplinary procedures and staff performance management. Provide effective and efficient assistance and support to clients, personnel, management and supervisors.

ENQUIRIES : Ms M February Tel No: (021) 938 5295
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical assessment.

POST 17/303 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Nyanga Community Day Centre
REQUIREMENTS : Minimum Education qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in support services. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies knowledge/skills): Knowledge and understanding and experience in LOGIS as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Word and Excel).

DUTIES : Manage the allocated budget, assist with expenditure, administration and revenue management. Manage the Supply Chain section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Manage the support to Assistant Manager Nursing and Community Day Centre. Render assistance to Facility Management. Human Resources control and management.

ENQUIRIES : Ms P Mgqaliso Tel No: (021) 831-0882
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical, and oral assessment.

POST 17/304 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Goodwood CDC
REQUIREMENTS : Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate administrative experience in a health facility. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime. Willingness to rotate within the geographical PHC facilities within the NTSS when operationally required. Competencies (knowledge/skills): Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Advance computer literacy (MS Word, Excel, Power point and Outlook). Good interpersonal and communication skills. Knowledge and understanding of PERSAL, Logis, ESL, Bas, PHCIS, or any computerized accounting and logistic system as well as knowledge and experience of budgetary aspects.

DUTIES : Comprehensive support and assistance to the Facility Manager as Head of administration with regards to People Management functions, performance management of your subordinates, (HRM,) Human Resource Development (HRD) and Labour Relations, Supply Chain Management (Logis) ESL,

Finance, Information Management and General office administration. Interact and liaise with clinical staff and operational managers with regard to administration support, ensure compliance with Quality Assurance, IPC/ OHS and Ideal Clinic and OHSC. Assist with contract management, e.g., Security, Telephone systems, Garden Services and Waste Management, Sanitary Bins and Pest Control. Supervisor to Housekeeper and Cleaning staff, Logis Clerk, Information management and Admin Support. Ensure correct procedures with regard to asset management, GG vehicles (act as transport officer). Manage the allocated budget, assist with expenditure, administration, and revenue management. Liaise with workshop for maintenance, reports of facility and grounds.

- ENQUIRIES** : Ms R Rula Tel No: (021) 827-9120
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/305** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (MEDICAL WARD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability and willingness to work shifts and after-hours hospital cover including weekends, public holidays, night duty and overtime as the need arises. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : 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.
- ENQUIRIES** : Ms M Dubru-Shunmugam Tel No: (021) 7991125, e-mail address: Mary.Dubru@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 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)".
- POST 17/306** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NEW ACUTE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum

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| <u>CENTRE REQUIREMENTS</u> | <p>Grade 3: R495 423 per annum</p> <p>: Stikland Hospital</p> <p>: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Willingness to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy (MS Office, MS Outlook). Good Communication skills. Report Writing skills. Appropriate experience in advanced comprehensive nursing treatment and care to patients in a specialized Mental Health Unit.</p> |
| <u>DUTIES</u> | <p>: Provision of optimal, holistic nursing care with set standards and within a professional/legal and ecosystem framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.</p> |
| <u>ENQUIRIES NOTE</u> | <p>: Ms V Buys Tel No: (021) 940-4424</p> <p>: 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).</p> |
| <u>POST 17/307</u> | <p>: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY MEDICINE) (X3 POSTS)</u></p> <p>Chief Directorate: Rural Health Services</p> |
| <u>SALARY</u> | <p>: Grade 1: R337 359 per annum</p> <p>: Grade 2: R411 978 per annum</p> <p>: Grade 3: R495 423 per annum</p> |
| <u>CENTRE REQUIREMENTS</u> | <p>: George Regional Hospital</p> <p>: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Experience: Grade 1: None after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Overtime as requested and rotate within departments (excluding maternity ward) as required, in line with operational needs. 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. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.</p> |

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LA Campbell Tel No: (044) 802-4371
NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. 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).

POST 17/308 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CBS TRAINER)**
Chief Directorate: Metro Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Khayelitsha Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid driver's (Code B/EB) licence. Appropriate training/facilitation experience. Willingness to travel extensively in the Sub-structure. Competencies (knowledge/skills): Good communication skills (written and Verbal). Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in (Ms. Excel, Word and PowerPoint) and MS Outlook. Proficiency in report writing.

DUTIES : Plan, coordinate, facilitate and teach the integrated formal training programme developed for the Community Health Workers to address wellness in communities. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) of the Community Health Workers, patient care assistants, community residential care workers. Conduct, monitor and evaluate all training activities offered to Community Health Workers. Support other professional nurse training initiatives of the NPO outreach team leaders according to needs identified of the district. Facilitate and compile relevant training related reports and other administrative duties with involvement of all stakeholders.

ENQUIRIES : Dr S Mokitimi Tel No: (021) 360-4703
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).

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| <u>POST 17/309</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X6 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum |
| <u>CENTRE</u> | : | Bishop Lavis CHC (X1 Post) Goodwood CDC (X1 Post) Morning Star (X1 Post) Kraaifontein PHC (X1 Post) Elsies River (X1 Post) Symphony Way CDC (X1 Post) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to rotate within the facility and assist with other PHC clinics in the Sub-structure when there is a need. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. |
| <u>DUTIES</u> | : | Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates. |
| <u>ENQUIRIES</u> | : | Mr X Mphafa Tel No: (021) 508-4643 (Bishop Lavis) Ms R Rula Tel No: (021) 827-9120 (Goodwood) Ms L Rose-Benjamin Tel No: (021) 829-8330 (Morning Star) Ms I Adriaanse-Fortuin Tel No: (021) 876-2172 (Kraaifontein) Ms G Naude Tel No: (021) 204-9400 (Symphony Way) Ms J Heunis Tel No: (021) 913-0211 (Elsies River) |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". |
| <u>POST 17/310</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (X2 POSTS)</u> Chief Directorate: Metro Health Services (Contract until 31 January 2027) |
| <u>SALARY</u> | : | Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum plus 37% in lieu of service benefits |
| <u>CENTRE</u> | : | Valkenberg Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with |

the SANC as Professional Nurse. Experience: **Grade 1:** None. **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, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy in MS Office and Outlook) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Ms L Marepula Tel No: (021) 826-5830

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 a change in registration status).

POST 17/311 : **ADMINISTRATION CLERK: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the Post. Experience: Appropriate experience in a finance environment. Appropriate experience in Logis and BAS. Competencies (knowledge/skills): Good verbal and written communication skills in at list two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, yet as part of a team. Computer skills in (MS Office: Word, and Excel). Knowledge of PFMA, Finance Instructions Provincial Treasury Regulations and Supply Chain Management processes.

DUTIES : Control, verify, capture journals and report Assets and Liability accounts. Compile and capture payments on BAS and LOGIS. Control, verify and follow up on debt accounts according to prescripts. Management and replenishment of Petty Cash. Reconciliation of supplier's statements. Assist in monthly, IFS and AFS reporting.

ENQUIRIES : Ms A Sithole Tel No: (021) 360-4266, or email: Andiswa.Sithole@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 17/312 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient admissions in a hospital environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. Night duty, weekends and public holidays) and overtime on short notice. The incumbent must be willing and able to rotate within the various components of the facility based on operational needs. Competencies (knowledge/skills): Good (written and verbal) communication skills. Computer literacy essential (MS Word, PowerPoint, Excel and Outlook). Knowledge of hospital fees/admissions memorandum Chapter 18, UPFS, HIS.

DUTIES : Patient registration on Clinicom System. Admitting of Inpatients, discharge of patients, transfer of patients. Correct information obtained, correct assessment at the reception point. Deal with written and telephonic enquiries with regard to Patient Admission matters. Responsible for handling and receiving of public money and cash collection to main cashier.

ENQUIRIES : Mr. M Speelman Tel No: (021) 360-4276

NOTE : No payment of any kind is required when applying for this post.

POST 17/313 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT)**
Directorate: Supply Chain Management
(9 Months Contract)

SALARY : R237 453 per annum, plus 37% in lieu of service benefits

CENTRE : Head Office (based at Belville)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation, asset verification, inventory management or consumables support. Inherent requirement of the job: Willing to travel with the Western Cape and stay in nurse homes where applicable. Valid driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (written and spoken). Ability to communicate effectively (written and spoken). Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning, inventory management and consumables processes. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.

DUTIES : Ensure all assets (new and existing) are barcoded as well as barcoding locations for identification purposes. Scan all assets per location using the scanning application and support inventory and consumables review activities at facility level. Using the BI tools, identify assets not verified as well as no-moving or slow-moving inventory and consumables for investigation. Capture all movements, balance adjustments, additions, transfers and donations in respect of assets, and assist with inventory and consumables data clean-up where required. Perform thorough asset verification, inventory spot checks and reviews of stockholding points in each directorate as well as spot checks. Ensure that assets/equipment identified as unserviceable are confirmed for further follow-up and processing. Roll out and maintain asset and inventory applications designed for the Department. Perform an effective Helpdesk service.

ENQUIRIES : Mr J Ruiters, email: Jovan.Ruiters@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 17/314 : **PRINCIPAL OPERATOR (PNEUMATIC TUBE STATION)**

SALARY : R237 453 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum Education qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a health facility. Inherent requirements of the job: The ability to handle heavy equipment. Willingness to work shifts and ability to report for duty at 6:30 (weekends included). The successful incumbent must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Knowledge of the Tube distribution system and knowledge of the procedure to report faults of same. Knowledge of safety standards when handling blood products and blood specimens. Computer literacy (Ms Word, MS Excel). The ability to communicate (verbal & written) i.e. good telephone etiquette, interpersonal and communication skills.

DUTIES : Supervise subordinates within the component. Responsible for the operational function of the tube system, reporting defective specimens, budget control, expenditure, and ensuring effective Human Resource Management. Accurate and timeous reporting as per requirements and compiling of reports. Manage disciplinary procedures and staff performance.

ENQUIRIES : Mr. N Meyer Tel No: (021) 938-4125

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

POST 17/315 : **ADMINISTRATION CLERK: ADMISSIONS/WARDS**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in healthcare environment. Inherent requirements of the job: Willingness to work shifts. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational and interpersonal skills. Ability to work independently and in a team. Knowledge of Batho Pele Principles and Patient Rights Charter.

DUTIES : Render patient administration services including admissions, transfers and discharges. Maintain accurate patient records and filing systems. Provide general administrative and office support. Handle enquiries professionally. Assist with statistics, reports, stock control and transport bookings. Provide support across Patient Administration areas as required.

ENQUIRIES : Mr W Jacobs Tel No: (021) 918-1208
NOTE : No payment of any kind is required when applying for this post.

POST 17/316 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Southern Western Sub-structure
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent).
Experience: Appropriate practical experience in Information Management in a health environment. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating Procedures (SOP's). Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDR.web. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook).

DUTIES : Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Conduct data spot checks and trends analysis for all datasets and follow up with issues identified. Attend to Ad Hoc Queries and Data Requests. Assist with all campaign data collection, collation, capturing, and data quality. Conduct audits at Facilities in line with SOP's and auditor general requirements and provide feedback to facility staff. Support to Line Manager and administrative relief duties.

ENQUIRIES : Ms N Van Staden Tel No: (021) 202 0932
NOTE : No payment of any kind is required when applying for this post.

POST 17/317 : **STAFF NURSE GRADE 1 TO 3**
Overberg Health District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Hawston Clinic, Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: A valid driver's licence. Willingness to work overtime. Relieve in all areas in Overstrand Sub-district. 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. Ability to communicate effectively (both written and verbal).

- DUTIES** : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr L Legolie Tel No: (028) 814-3823
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/318** : **HOUSEKEEPING SUPERVISOR (WARD 7 PSYCHOLOGY GERIATRIC)**
Chief Directorate: Metro Health Services
- SALARY** : R201 093 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including weekends and public holidays when required. Competencies (knowledge/skills): Ability to adhere to safety and hygienic standards. Ability to effectively communicate. Knowledge of linen and stock control. Knowledge of infection control.
- DUTIES** : Responsible for overall control, performing and co-ordinating of tasks related to hygiene, cleaning, and linen services within the ward. Ensure the effective use, maintenance and safe keeping of supplies and equipment. Supervision of household aid /cleaners in the ward. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.
- ENQUIRIES** : Mr K Mhlana Tel No: (021) 940-4424
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/319** : **TRADESMAN AID (AIR-CON/REFRIGERATION)**
Directorate: Engineering and Technical Support Services
- SALARY** : R170 226 per annum
- CENTRE** : Head Office, Cape Town (Bellville Mobile Workshop)
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the Air-conditioning/Refrigeration field within a workshop environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after-hour repairs). Assist with the installation of plant, equipment, and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr A Bingham Tel No: (021) 918-1222
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 17/320** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R144 024 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate working experience in a hospital environment. Inherent requirements of the job: Required to work shifts, weekends and public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills.
- DUTIES** : Ensure and effective porter service to clients and management by safe transporting of patients on trolleys and wheelchairs, within various areas in the hospital, assist with the removal of bodies from wards. Collecting and delivering of blood specimens, blood hampers and patient folders. Maintenance of equipment by ensuring all equipment are taken care of, ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Maintain sound interpersonal Relations by promoting a conducive working environment. Adhere to dress code and code of conduct.

- ENQUIRIES** : Ms J van der Riel Tel No: (021) 799-1270
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- POST 17/321** : **DRIVER (LIGHT DUTY VEHICLE)**
Cape Winelands Health
- SALARY** : R144 024 per annum
- CENTRE** : Ceres Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of employees and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime, and work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations. Ability to accept accountability, responsibility, and to work independently.
- DUTIES** : Daily transporting of official passengers, post, packages, chronic medication, goods, equipment, and heavy laundry bags, as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.
- ENQUIRIES** : Mr G Moses Tel No: (023) 316-9600
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/322** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SURGERY) (10 SESSIONS)**
(Contract until 31 March 2027)
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 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 Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Surgery. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Surgery. Inherent requirements of the job: Must be willing to work sessional hours after hours, including weekends and public holidays. Competencies (knowledge/skills): Appropriate experience in general surgery. Appropriate experience in emergency upper-Gastrointestinal endoscopy and management of upper-GI bleeding. Ability to work in a team and with all levels of staff. Interest in developing an academic career.
- DUTIES** : Management and communication to appropriately triaged & efficient running of theatre lists. Requirements to complete statistics collection. Completion of medicolegal documents. Participation in research, audits and quality improvement programs. To deliver comprehensive after-hours emergency /urgent surgical services to patients in theatre, GIT unit, surgical wards, and emergency centre at Victoria Hospital. The aim is to deliver safe, cost-effective and high-quality care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patient and planning appropriate operative management. Emergency/urgent & trauma surgical procedures. Competency & proficiency in emergency UGI endoscopy & management of UGI bleeding. Post-operative assessment & care, with appropriate investigation & management of possible complications. Teaching and training of intern.
- ENQUIRIES** : Dr G Dunbar Tel No: (021) 799-1211, email: graeme.dunbar@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 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)".
- POST 17/323** : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (20 SESSIONS)**
Cape Winelands Health District
(Contract until 31 March 2029)
- SALARY** : Grade 1: R337 per hour
Grade 2: R395 per hour
Grade 3: R464 per hour
- CENTRE** : Stellenbosch Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound/Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Ultrasound Radiographer. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees 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 Licence and willingness to travel within the Sub-district when the need arises. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg Clinicom, PHCIS Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, Doppler, paediatric, gynaecological and abdominal ultrasound studies.
- DUTIES** : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital. But including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, mentor and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as trainer and learner.
- ENQUIRIES** : Ms Z Boraine Tel No: (021) 808-5801
- NOTE** : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom 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)".

POST 17/324 : **PHYSIOTHERAPIST THERAPIST: GRADE 1 TO 3 (16 HOURS PER WEEK SESSIONAL POST)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE REQUIREMENTS : Northern Tygerberg Sub-structure Office
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPSA as Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist 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 Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do outreach to other PHC Clinics in the Sub-Structure. Willingness to be involved in research projects at the institution. Competencies (knowledge / skills): Appropriate clinical physiotherapeutic skills in assessment and treatment of patients. Ability in assessing and issuing Mobility Assistive Devices. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem solving, conflict resolution, interpersonal, good communication skills (written and verbal), leadership and organizational skills. Computer literate in MS Office (Excel, Word and PowerPoint) and MS Outlook.

DUTIES : Responsible for the rendering of clinical physiotherapy services in various clinical areas. Assist the manager in the strategic planning process of the Physiotherapy Department. Perform duties in line with the department's operational plans. Mentor Physiotherapist on a more junior level. Manage physical and human resources in a clinical area and co-ordinate all relevant administrative activities regarding the patient's clinical area. Assist the CHC's in the area where needed.

ENQUIRIES : Ms N KassenTel No: (021) 815-8798

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 a change in registration status)". Candidates will be subjected to a practical/oral assessment.

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 15 June 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records

and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/325 : **PERSONAL ASSISTANT: DEPARTMENTAL PERFORMANCE MONITORING AND EVALUATION REF NO: DOI 51/2026**

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
 : Department of Infrastructure, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES APPLICATIONS : Mr S Martin Tel No: (021) 483 5432
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 17/326 : **ADMINISTRATION CLERK: HS CONTRACT ADMINISTRATION REF NO: DOI 49/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
 : Department of Infrastructure, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Basic office administration; Housing Code; Housing Amendment Act (Act 4 of 2001); Filing system and record keeping; Skills in the following: Basic Computer literacy in Ms Package (Word, Excel, PowerPoint); Organisational; Good communication (written and verbal); Problem solving and Work well under pressure.

DUTIES : Assist in contract administration relating to Human Settlement development projects; Provide support to Senior Admin Officer and Assistant Director: Contract Administration; Assist with auxiliary and general support functions and Assist with Human Resources related matters.

ENQUIRIES APPLICATIONS : Ms Nolusindiso Bobelo Tel No: (021) 483 8407
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 17/327 : **ADMINISTRATION CLERK: FLEET MAINTENANCE REF NO: DOI 50/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
 : Department of Infrastructure, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Working knowledge of Fleet Administration, Procurement and Supply Chain Management; Asset Control, store and stock-taking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven

- computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Procurement and general asset verification administration; Data capturing; Administer Licensing and repair authorities; Administer traffic fines; Administer Machine transfers and plant management; Loss and control liaison; Logistical arrangements and administration of auctions.
- ENQUIRIES APPLICATIONS** : Ms L Arendse Tel No: (021) 959 7700
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 17/328** : **PROJECT SUPPORT CLERK: EDUCATION INFRASTRUCTURE REF NO: DOI 52/2026**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge in the following: Administration rules and regulations; Departmental information systems (BAS) Basic Accounting System ,BIZ Project, MYContent, SITS or similar); Skills needed: Computer literacy (MS Word, Ms Excel, Ms Outlook); Record keeping; Good communication (written and verbal); Ability to work under pressure and Ability to work independently and in a team.
- DUTIES** : Provide Reception Services; Manage diary appointments and scheduling; facilitate appointments and meetings; Maintain effective record-keeping systems; distribute, track, and manage documentation; perform binding and laminating of documents; provide logistical support; Invoice processing, Timeous and accurate capturing/updating of project financial information on Project Management Information Systems; Establishing and maintaining a project documentation library by providing document management support, ensuring proper identification, version control, change control, and administration of all project-related documentation.
- ENQUIRIES APPLICATIONS** : Mr M Klaas at (073) 447 0329
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 17/329** : **RECEPTIONIST: HR AND GENERAL SUPPORT SERVICES (BELLVILLE) REF NO: DOI 27/2026**
- SALARY CENTRE REQUIREMENTS** : R201 093 - R236 877 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply chain management duties and practices; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Data capturing; Filing system. Skills in the following: Numeracy; Typing; Computer Literacy; Language skills; Sound organisational skills; Good verbal and written communication; Telephone etiquette.
- DUTIES** : Typing and correspondence support service; Reception and Switchboard services; Provide support in meetings and arrangements of appointments; Provide an administrative support service.
- ENQUIRIES APPLICATIONS** : Ms J. Hicks Tel No: (021) 959 7700
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 17/330** : **ROAD SIGN ASSEMBLER: ROAD SIGNS FACTORY REF NO: DOI 79/2025 R1 (X2 POSTS AVAILABLE IN BELLVILLE)**
- SALARY CENTRE REQUIREMENTS** : R170 226 – R200 523 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate (equivalent or higher qualification); Practical training; A minimum of 2 years' relevant experience. Competencies: Knowledge of the following: Machines, tools and spray-painting equipment in the road sign environment; SADC road sign manual; Operating machinery in the manufacturing environment; Principles of manufacturing road signage, Road

- sign production layout and Manufacturing procedures; Skills needed: Ability to cut and assemble materials for road signs; Power tools and equipment; Written and verbal communication; Interpret and execute plans and instructions.
- DUTIES** : Assemble road signs; Bind panels (Assemble); Layout panels in line with specifications of design; Ensure materials are attached to the panels in line with design; Cut and bind plates/boards/channels for mounting; Do quality control; Pack road signs and send en route; Pack signs according to orders; Load signs for transportation (according to prescriptions); Do quality control; Perform administrative tasks; Completion of daily returns (logs); Prepare requests for materials required to ensure optimal stock levels.
- ENQUIRIES** : Mr. Nizaam Toffar Tel No: (021) 959 770
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 June 2026
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

| | | |
|----------------------------|---|---|
| <u>POST 17/331</u> | : | <u>DIRECTOR: SPECIALISED SUPPORT REF NO: LG 09/2026</u> |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), all-inclusive salary package |
| <u>CENTRE</u> | : | Department of Local Government, Western Cape Government |
| <u>REQUIREMENTS</u> | : | A B degree (NQF 7), with a legal focus as recognised by SAQA; 5 years' middle or senior management experience. Competencies: Strategic Management; Change management; Programme and Project Management; People Management; Financial Management. |
| <u>DUTIES</u> | : | Manage the provision of specialised functional and operational legal support to municipalities; Facilitate assessment investigations relating to corruption, fraud and maladministration; Initiate, coordinate and manage section 139 interventions including discretionary and/ or mandatory interventions; Strategic Management (including change management); People Management; Financial Management. |
| <u>ENQUIRIES</u> | : | Dr S Greyling Tel No: (021) 4836126 |

OTHER POSTS

| | | |
|----------------------------|---|---|
| <u>POST 17/332</u> | : | <u>DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING (MUNICIPAL GOVERNANCE) REF NO: LG 04/2026</u> |
| <u>SALARY</u> | : | R932 292 per annum (Level 11), all-inclusive salary package |
| <u>CENTRE</u> | : | Department of Local Government, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration; A minimum of 3 years middle management experience. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Municipal Systems Act (32 of 2000), Municipal Structures Act (117 of 1998), Regulations on Appointment and Conditions of Employment of Senior Managers (GN21, GG37245, 17 January 2014), Disciplinary Regulations for Senior Managers (GN344, GG34213, 21 April 2011); Procedures relating to Civil Litigation in High Court; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer literacy; Language skills; Project Management; Accounting; Finance/Audit; Legal. |
| <u>DUTIES</u> | : | Effect and Maintain Amendment of Establishment Notices of Municipalities and evaluate municipal governance in terms of implementation of performance monitoring; Assess and analyse Reports from municipalities as to appointment of senior managers being consistent with Legislation and prepare submissions for MEC for Local Government; Collect, collate and validate data and information relating to Districts and Local Municipalities monitoring and outcomes in relation to Senior Management; Develop and regulate a framework for monitoring senior management vacancies and key indicators by districts and local municipalities; Provide input and advice on national and provincial policy and legislative processes affecting municipalities; Plan and manage the work responsibilities and account for the overall performance; People Management and Financial Management. |
| <u>ENQUIRIES</u> | : | Mr K Maken Tel No: (021) 483 4365 |
| <u>NOTE</u> | : | Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a |

candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 17/333

: **ADMINISTRATIVE OFFICER: HUMAN RIGHTS REF NO: LG 11/2026**

SALARY
CENTRE
REQUIREMENTS

: R413 001 - R486 501 per annum (Level 08)
: Department of Local Government, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience. Competencies: Working knowledge and understanding of the following: International, national, regional and provincial instruments and legislation pertaining to the specific field of human rights; Specialised field of gender, youth, disability, HIV/AIDS, children, older persons, substance abuse and social cohesion; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister Departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Good written and verbal communication; Project Management; Report Writing; Team Player; Ability to prioritize and handle high volume of work; Have a multidisciplinary approach; Listening skills.

DUTIES

: Mainstreaming of human rights concerns into the core functions of the Department (creating an enabling environment for implementation); Deliver special projects on human rights concerns (external focus); Guidance and assistance to Municipalities with the institutionalisation of Human Rights Concerns at Municipalities; Provide administrative support regarding the human rights functions within the component; General administration.

ENQUIRIES
NOTE

: Ms P Ramnath Tel No: (021) 483 3333
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 17/334 : **ADMINISTRATION CLERK: SPECIALISED SUPPORT REF NO: LG 12/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Relevant legislation/policies/prescripts and procedures; Financial Administration; Skills needed: Computer Literacy; Written and Verbal Communication; Administration; Analytical; Time management; Interpersonal; Organising and planning.

DUTIES : Procurement of goods and services; Office Maintenance; Keeping and filing of Departmental for Directorate; Administrative Support; Relief Personal Assistant as and when required.

ENQUIRIES : Ms Charmine Davids Tel No: (021) 483 2856

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 15 June 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/335 : **DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 56/2026**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year Tertiary qualification (B-Degree or higher qualification) on NQF level 7 as recognised by SAQA in Social and Administrative Sciences or related. A minimum of 3 - 5 years relevant Management experience. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Provincial executive support systems and services; Public communication, public

education, public engagement and discourse management processes; Good corporate governance norms and standards; Strategy development, strategy management and strategy monitoring and review processes; People management processes; Financial management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Investigation and research processes; Advocacy; Child rights; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant policies and procedures; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.

DUTIES : Manage the initiation and conducting of investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Manage the initiation and conducting of research with regard to policies and legislation pertaining to children; Manage and investigate matters related to the mandate of the Commissioner; Establish a confidential and robust application mechanism for applications by the public regarding matters for investigation or research; Review/prepare documents to support the review of applications for investigation or research; Contact relevant stakeholders (such as families, schools, hospitals, children's homes, places of safety, correctional facilities, police stations etc) relating to the issue of investigation, and conduct interviews, meetings or other engagements with them where necessary; Review/prepare reports upon the completion of an investigation for submission to the Commissioner for Children; Ensure that any reports to WCPP are submitted timeously; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Promote lobbying on child rights issues within the Province; Report on the activities of the Children's Commissioner; Perform managerial tasks with regard to the Sub Directorate.
Ms. S Roberts Sarah.Roberts@westerncape.gov.za

ENQUIRIES

POST 17/336

ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 59/2026

SALARY CENTRE REQUIREMENTS

R487 197 - R573 897 per annum (Level 09)
Department of the Premier, Western Cape Government
An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 5 years relevant experience in records management within the public sector; a valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but who have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Legislative and governance requirements related to records management, Provincial Archives and Records Service Act and National Archives and Records Service prescripts; records management standards; management principles and practices, retention scheduling and disposal authorisations; legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; operational management practices; Labour Relations legislation and regulations; performance management in general; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems.

DUTIES

: Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC) client departments: Manage the safe-keeping, storage, retrieval and disposal of all people-management records for the CSC; Establish and maintain an electronic records management system. Management of the archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre. Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; review existing, or develop, new procedures for the People Management Registry. Conduct a Risk Analysis for the registry functions. Maintain the registry risk register. Compile and maintain approved records classification system for paper-based and electronic records. Monitor and supervise the quantity and quality of outputs delivered by the registry.

ENQUIRIES

: Ms H Ward Tel No: (021) 483 5640

POST 17/337 : **CHILDREN'S COMMISSIONER OFFICER: INVESTIGATIONS AND ADVICE**
REF NO: DOTP 57/2026

SALARY : R413 001 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma) on NQF level 6 as recognised by SAQA in Social Sciences or related field. A minimum of 1-year relevant experience in a similar environment (Experience in Children rights, Youth and Community Development and Child protection).
Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Initiate investigations and resolve enquiries into service delivery efficiencies to Children in the Western Cape; Conduct research into policies and legislation pertaining to the well-being and rights of Children access to services; Report on the activities of the Children's Commissioner; Provide information and advice on Children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to Children; Prepare, assess and submit investigative reports and develop supporting interventions; Support the Western Cape Children's Commissioner functions, and create awareness and understanding of Children's rights with identified audiences; Support investigations related to the mandate of the Commissioner.

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

POST 17/338 : **CHILDREN'S COMMISSIONER OFFICER: MONITORING AND**
AWARENESS REF NO: DOTP 58/2026

SALARY : R413 001 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma) on NQF level 6 as recognised by SAQA in Social Sciences or related field. A minimum of 1-year relevant experience in a similar environment (Experience in Children rights, Youth and Community Development and Child protection).
Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Monitor, advocate and report on the wellbeing and level of service delivery to the Children within the Western Cape; Support the development and implementation of policies and strategic frameworks; Prepare, participate in and assess monitoring and evaluation exercises, program reviews and annual reviews; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions; Create, organise and implement public awareness programmes, interventions and an understanding of Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. S Roberts- Sarah.Roberts@westerncape.gov.za

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

DEPARTMENT OF PROVINCIAL TREASURY

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

CLOSING DATE : 15 June 2026

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

MANAGEMENT ECHELON

POST 17/339 : **DIRECTOR: FISCAL POLICY REF NO: PT 12/2026**

SALARY : R1 266 714 per annum (Level 13), all-inclusive salary package

CENTRE : Provincial Treasury, Western Cape Government.

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Economics, Public Finance or Public Policy as recognised by SAQA; 5 years' experience at middle and/ or senior management level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Improve the sustainability of provincial and municipal revenue sources and explore the full use thereof; Strategic Management (including change management); People Management; and Finance Management.

ENQUIRIES : Mr Victor Senna Tel No: (021) 483 2666

OTHER POSTS

POST 17/340 : **ASSISTANT MANAGER (PROVISIONING): PROVISIONING AND ASSET MANAGEMENT REF NO: PT 11/2026**

SALARY : R413 001 - R468 501 per annum (Level 08)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification) in financial management and supply chain management policy development; A minimum of 1 year of related supply chain management experience. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994), Prescripts, policies and procedures governing financial

and Supply Chain Management; National Treasury Regulations (NTR), National and Provincial Treasury's Supply Chain Management Instructions, Note, Circulars, Supply Chain Management Policies, legislations, Acts; Public sector procurement processes, rules and regulations; Framework governing the Supply Chain Management and Public Sector; Ability to work independently and meet deadlines, ability to work under pressure and deliver to tight deadlines, work in a team and preparedness to work overtime when required; Skills needed: Written and verbal communication; Planning and organisational; Management and leadership.

DUTIES : Compilation of moveable asset management notes for interim financial statements (IFS) and annual financial statements (AFS) in terms of the modified cash standards, generally recognised accounting practice (GRAP); Supervise and render fleet management administration and auxiliary support services to the Department; Provide an effective and efficient asset management system and asset register. Processing of requisitions for the placing of orders; management and supervision of human resource staff. Maintain and ensure an effective consumable management service for the department.

ENQUIRIES NOTE : Mr N Rhapale Tel No: (021) 483 6810
 : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 17/341 : **CHIEF ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT REF NO: PT 10/2026**

SALARY CENTRE REQUIREMENTS : R338 106 - R398 277 per annum (Level 07)
 : Provincial Treasury, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6-10 years of relevant experience in an administrative environment. Competencies: Knowledge of the following: good interpersonal relations, communication, planning and organization, management and leadership, and ability to work independently and meet deadlines.

DUTIES : Render the operationalization of transport policy in the department renders logistical/fleet administration support services. (Departmental Fleet); Render general administrative support services (Auxiliary services); Provide Maintenance support to the department; Maintain a key register for the department; supervise and mentor subordinates.

ENQUIRIES NOTE : Mr N Rhapale Tel No: (021) 483 6810
 : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

Please ensure that you submit your application before the closing date as no late applications will be considered.

WESTERN CAPE MOBILITY DEPARTMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 17/342** : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (PAROW) REF NO: WCMD 109/2025 R1**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year of relevant administrative support experience. A Code B driving license (or higher). Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instruments, approved post lists, expenditure commitment reports; Chief Directorate's strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes and computer-based information systems. Skills needed: Numeracy, Literacy, Computer Literacy, Project Management, Accounting, Finance and Audit, Economic, Financial and Statistical Analysis, Legal administration; Written and verbal communication; Organizing, planning; and problem-solving.
- DUTIES** : Render administrative support services; Coordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the directorate for supply chain management activities; Render advice and liaise with regard to administrative matters and supervisory functions; Filing through MyContent; Managing the Directorate's Fleet of Vehicles.
- ENQUIRIES** : Mr A Kafaar @ Al-Ameen.Kafaar@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection

process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/343 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (PRINS ALBERT) REF NO: DSD 26/2026**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A 4-year tertiary qualification in social work (degree/diploma) that allows registration with SACSSP; Registration and current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years of appropriate experience in social work after registration as a social worker with the SACSSP. Competencies: Knowledge of the following: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics. Job-Related Skills: Organising and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES : To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered, Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms I April- @ Imelda.April@westerncape.gov.za

POST 17/344 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (ATHLONE) REF NO: DSD 27/2026**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A 4-year tertiary qualification in social work (degree/diploma) that allows registration with SACSSP; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years of appropriate experience in social work after registration as a social worker with the SACSSP. Competencies: Knowledge of the following: Job-

related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics. Job-Related Skills: Organizing and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES

: To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered, Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES

: Ms E Siljeur- @ Elarna.Siljeur@westerncape.gov.za

POST 17/345

: **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 31/2026 (VARIOUS POSTS AVAILABLE IN ATHLONE)**

SALARY

: Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
 Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
 Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
 Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS

: Department of Social Development, Western Cape Government.
 : A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics, Relevant legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Written and verbal communication, report writing, self-management, motivation, Good planning and organizing, Problem-solving and analytical Computer literacy, Presentation and facilitation, Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social

functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1 Good communication skills, Report-writing skills, Self-management skills; Motivation skills; Good planning and organizing skills; Problem-solving and analytical skills; computer literacy, presentation and facilitation, and client orientation and customer focus.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up-to-date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.

ENQUIRIES : Ms M Essop at Mehnaaz.Essop@westerncape.gov.za

POST 17/346 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 32/2026 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government.
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a 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. A valid Code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescriptions (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up-to-date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.

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| <u>ENQUIRIES</u> | : | Ms T Savahl at Tasneem.Savahl@westerncape.gov.za |
| <u>POST 17/347</u> | : | <u>SOCIAL WORKER: SOCIAL WORK SERVICES (LAINGSBURG) REF NO: DSD 33/2026</u> |
| <u>SALARY</u> | : | Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed) Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed) Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed) Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics, Relevant legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Written and verbal communication, report writing, self-management, motivation, Good planning and organizing, Problem-solving and analytical Computer literacy, Presentation and facilitation, Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers. |
| <u>DUTIES</u> | : | Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up-to-date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. |
| <u>ENQUIRIES</u> | : | Mr S Stadler at sofia.stadler@westerncape.gov.za |
| <u>POST 17/348</u> | : | <u>SOCIAL WORKER: SOCIAL WORK SERVICES (KHAYELITSHA) REF NO: DSD 34/2026</u> |
| <u>SALARY</u> | : | Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed) Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed) Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed) Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics; Relevant legislation, policies, and prescripts (norms and standards); Social dynamics, work values, and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion; Written and verbal communication; Report writing; Self-management; Motivation, Good planning and organizing, Problem-solving and analytical Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development; Keep up-to-date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms M Rebe at millicent.rebe@westerncape.gov.za

POST 17/349 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 35/2026 (VARIOUS POSTS AVAILABLE IN HESSEQUA)**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics; Relevant legislation, policies, and prescripts (norms and standards); Social dynamics, work values, and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion; Written and verbal communication; Report writing; Self-management; Motivation, Good planning and organizing, Problem-solving and analytical Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals,

families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.

DUTIES : Render a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development; Keep up-to-date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms I April|@Imelda.April@westerncape.gov.za

POST 17/350 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 28/2026 (X2 POSTS AVAILABLE IN KHAYELITSHA)**

SALARY : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Rebe Tel No: (021) 812 0923

POST 17/351 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (LAINGSBURG) REF NO: DSD 29/2026**

SALARY : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B-driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile

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| | | accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics. |
| <u>DUTIES</u> | : | Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job. |
| <u>ENQUIRIES</u> | : | Ms S Stadler @ Sophia.Stadler@westerncape.gov.za |
| <u>POST 17/352</u> | : | <u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 30/2026 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)</u> |
| <u>SALARY</u> | : | Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and knowledge management; keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics. |
| <u>DUTIES</u> | : | Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job. |
| <u>ENQUIRIES</u> | : | Ms T Savahl @ Tasneem.Savahl@westerncape.gov.za |
| <u>POST 17/353</u> | : | <u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 36/2026 (VARIOUS POSTS AVAILABLE IN ATHLONE)</u> |
| <u>SALARY</u> | : | Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics. |
| <u>DUTIES</u> | : | Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous |

- professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms E Siljeur@ Elarna.Siljeur@westerncape.gov.za
- POST 17/354** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 37/2026 (VARIOUS POSTS AVAILABLE IN HESSEQUA)**
- SALARY** : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms I April @ Imelda.April@westerncape.gov.za