



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2026

DATE ISSUED 10 JULY 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

: **SOUTH AFRICAN POLICE SERVICE: DIVISION: PROTECTION AND SECURITY SERVICES:** Kindly note that the following post was advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The post title has been amended as follows: Post title: Human Resource Clerk Supervisor (Level 07) Post reference number: PSS HRM08/26 and previously was advertised as Financial Clerk Supervisor with Ref No: PSS HRM08/26

DIVISION: SUPPLY CHAIN MANAGEMENT: Kindly note that email address divscm.recruitment@saps.gov.za as indicated in the Public Service Vacancy Circular 23 dated 03 July 2026 is for internal users. Please amend the external email address as follow divscm.recruitment@saps.gov.za

PROTECTION AND SECURITY SERVICES: Kindly note that the following 1 post were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The post description was advertised as Financial Clerk Supervisor (Level 07) Ref No: PSS HRM08/26 have been amended as follows (1) Human Resource Clerk Supervisor (Level 07) with Ref No: PSS HRM08/26; the center is Human Resource Management & Development: Northwest, Mafikeng

PROVINCIAL ADMINISTRATION: EASTERN CAPE: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS: Kindly note that the following post was advertised in Public Service Vacancy Circular 22 dated 26 June 2026. The Requirement is amended as follows: (1) General Worker: Traditional Leadership Institutional Support: Amampondomise Kingship with Ref No: COGTA 12/06/2026, Centre: Qumbu. Enquiries: Ms N. Gemby at (072 657 6518). e-Recruitment Enquiries: recruitment@eccogta.gov.za. NB: No Code 8 Driver's license is required. The closing date remains the 10 July 2026.

PROVINCIAL ADMINISTRATION: LIMPOPO: OFFICE OF THE PREMIER: Kindly note that the two (2) posts of Registry Clerk: General Records under the Directorate: Records and Facilities Management was advertised in Public Service Vacancy Circular 23 dated 03 July 2026. The salary notch was incorrect and is amended as follows: Post: Registry Clerk: General Records (2x posts) Ref. No: OTP: 05 / 26 / 17, Directorate: Records and Facilities Management Services (Work Environment), Salary Notch: R237 453 per annum (Level 05), Salary Scale: R237 453 – R279 708 per annum. Centre: Polokwane. The closing date for this post only is extended to 24 July 2026.

PROVINCIAL ADMINISTRATION: MPUMALANGA: SOUTH AFRICAN POLICE SERVICE: Kindly note that the following 16 were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Human Resource Clerk (Level 05) (X16 Posts):** Ref No: MP 26/06/2026, Ref No: MP 27/06/2026, Ref No: MP 28/06/2026, Ref No: MP 29/06/2026, Ref No: MP 30/06/2026/ Ref No: MP 31/06/2026, Ref No: MP 32/06/2026, Ref No: MP 33/06/2026, Ref No: MP 34/06/2026, Ref No: MP 35/06/2026, Ref No: MP 36/06/2026, Ref No: MP 37/06/2026, Ref No: MP 38/06/2026, Ref No: MP 39/06/2026.

Kindly note that the following 15 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Secretary (Level 05) (X15 Posts):** Ref No: MP 40/06/2026, Ref No: MP 41/06/2026, Ref No: MP 42/06/2026, Ref No: MP 43/06/2026, Ref No: MP 44/06/2026, Ref No: MP 45/06/2026, Ref No: MP 46/06/2026, Ref No: MP 47/06/2026, Ref No: MP 48/06/2026, Ref No: MP 49/06/2026, Ref No: MP 50/06/2026, Ref No: MP 51/06/2026, Ref No: MP 52/06/2026, Ref No: MP 53/06/2026, Ref No: MP 54/06/2026/

COMPONENT: CORPORATE SUPPORT: Kindly note that the following X4 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post title: Human Resource Clerk (Level 05) (X4 Posts)** with Ref No: CS 04/06/2026, **Post title: Secretary (Level 05) (X1 Post):** with Ref No: CS 05/06/2026

COMPONENT: EXECUTIVE SUPPORT AND INTERNATIONAL RELATIONS: Kindly note that the following X5 Posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Administration Clerk (Level 05) (X2 Posts):** Ref No: ESIR 03/06/2026, Ref No: ESIR 04/06/2026. **Post: Supply Chain Clerk (Level 05) (X1 Post):** Ref No: ESIR 05/06/2026. **Post: Financial Clerk (Level 05) (X1 Post),** Ref No: ESIR 06/06/2026. **Post: Secretary (Level 05) (X1 Post):** Ref No: ESIR 07/06/2026

COMPONENT: RESEARCH: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Secretary (Level 5) (X2 Posts),** Ref No: RS 02/06/2026, Ref No: RS 03/06/2026

COMPONENT: RISK AND INTEGRITY MANAGEMENT: Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Administration Clerk** (Level 05) (X2 Posts): Ref No: RIM 03/06/2026/, Ref No: RIM 04/06/2026. **Post: Secretary** (Level 05) (X2 Posts), Ref No: RIM 05/06/2026, Ref No: RIM 06/06/2026

COMPONENT: CORPORATE SUPPORT: Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Human Resource Clerk** (Level 05) (X4 Posts): Ref No: CS 04/06/2026. **Post: Secretary** (Level 05) (X1 Post): Ref No: CS 05/06/2026

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DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	24 July 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 completion 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

<u>POST 24/01</u>	:	<u>CAMPUS MANAGER REF NO: 3/3/1/49/2026</u> Directorate: Inspection Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape (Stellenbosch)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Administration (NQF6). A Minimum of 3 years supervisory experience in infrastructure support. Job Related Knowledge: Knowledge of the Public Service Regulations and departmental policies, prescripts resolutions, delegations and instruction relating to financial /personnel matters. Administrative Public Finance Management Act (PFMA). Administration procedures. Procurement directives and procedures. EPMDS. Capital Works Programme (Major and minor) Human resource matters. Job Related Skills:

- Ability to communicate well and interact with people at different levels. Planning skills. Management and organising. Creativity. Interpersonal skills. Analytical skills. Listening skills. Computer Literacy. Report writing skills. Budgeting/Financial management.
- DUTIES** :
- Management of infrastructure projects and programmes support services. Coordinate and monitor the-day to-day maintenance programmes and expenditure thereof with regards to fixed assets on the campus. Facilitate/coordinate/compile needs assessment and maintenance schedules with regards to capital works (major and minor capital projects). Develop, implement and monitor action plans regarding projects and routine activities as well as risk management. Provide advice on and ensure adherence to public service and departmental policies and prescripts e.g. PFMA, supply chain management, record management, housing and office administration, transport, human resources etc. Ensure the provision of adequate accommodation, housekeeping, transport, record management. Maintenance, telecom, security and driver/messenger to the campus. Manage financial, procurement and assets management. Provide support regarding to the provision and budgeting and the monitoring of expenditure. Identify losses and report incidents accordingly (loss control). Assist manager with auditing of all official internal register (i.e. asset registers, maintenance and project registers transport registers and logs etc). Ensure management of fleet of departmental vehicles, subsidized vehicles and government garages and report accordingly. Coordinate, monitor and control the movement, maintenance and safeguarding of assets. Human Resource administration and development support services. Oversee and monitor HRM related matters. Filling of vacancies. Training and development of personnel. Performance management (EPMDS). Managing discipline in the division. Ensure capacity and development of staff. Information Management. Ensure the dissemination of information in the component. Ensure the filling, storing and safekeeping of documents. Develop and maintain the relevant databases. Ensure the development of electronic and manual filing systems for the component. Handle customer queries and complaints regarding the campus.
- ENQUIRIES APPLICATIONS** :
- Mr N. Africander Tel No: (021) 809 1625
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CMrecruit49@nda.gov.za
- NOTE** :
- EE Target: African Males, Coloured Males, White Females and Persons with disability.
- POST 24/02** :
- SENIOR SAFETY OFFICER REF NO: 3/3/1/50/2026**
Directorate: NARYSEC College
- SALARY CENTRE REQUIREMENTS** :
- R413 001 per annum (Level 08)
- Eastern Cape (Middelburg)
- Applicants must be in possession of a National Diploma in Safety Management (NQF level 6). Minimum of two (2) years' relevant experience in safety management. Job Related Knowledge: Knowledge of access control procedures. Knowledge of measures for the 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 of the relevant emergency procedures. Job Related Skills: Computer Literate. Communication skills. Facilitation skills. Report writing skills. Presentation skills. Liaison skills. Interpersonal relations.
- DUTIES** :
- Manage operations to achieve planned outcomes: Conduct frequently safety and security risk assessment. Identify potential hazards. Implement control measures. Proactively prevent hazardous conditions. Implement OHS policies and programs. Identify and record all security risk and breaches to inform decision making. Identify and classify security breaches: Consider all possible security risk. Maintenance of the database of all security breaches. Provide regular reports pertaining risk and security breaches. Provide regular reports pertaining risk and security breaches. Provide advice and guidance on safety and security measures: Attend to all safety related enquiries. Advise management about safety measures and potential security risks. Provide awareness campaign on safety, risks and security matters. Manage the deployment of security personnel on the premises: Determine security needs of the college. Developing work schedules and task allocation. Ensure that all entry points are guarded. Facilitate the safekeeping and issuance of keys to all

facilities: Ensure the proper storage of keys. Attend to Lost or Stolen Key incidents. Ordering repairs for damaged locks and lost keys. Oversee installations and maintenance of new locks. Record and investigate incidents to determine causes of lost keys. Respond to routine and emergency calls lock and unlock offices.

- ENQUIRIES** : Mr Themba Cebani Tel No: (049) 802 6604
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit50@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disability.
- POST 24/03** : **SENIOR DRIVER OPERATOR REF NO: 3/3/1/51/2026**
Directorate: Infrastructure Support
Re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY** : R201 093 per annum (Level 04)
- CENTRE** : Limpopo (Modimolle)
- REQUIREMENTS** : Applicants must be in possession of a NQF level 3 qualification (Grade 10 certificate). Five (5) years driving, operating and drilling experience. Job Related Knowledge: Safety: Standards prescribed in terms of statute. Tools: The correct use of tools and equipment. Keep inventory and maintain equipment. Job Related Skills: Good communication skills. Judgement skills. Excellent hearing and vision. A valid driver's licence Code EC and operating certificate.
- DUTIES** : Render production services i.t.o. drilling and construction services. Produce boreholes and construct agricultural infrastructure according to specification and recognized standards. Preparation of access roads at construction and drilling sites. Construct, erect and repair existing and new disease control fence. Drilling, testing and repair of existing boreholes. Operating specialized drilling and earthmoving equipment. Transport, load and offload material, goods and equipment. Transportation of officials. Application of safety and precautionary measures. Ensure maintenance of drilling and construction equipment. Ensure compliance with OHS act. Service construction and drilling equipment according to schedule. Quality assures serviced and maintained equipment. Cleaning and lubrication of machinery and equipment. Inspect and maintain equipment and report defects. Perform administrative and related functions. Keep and maintain job record/register. Keep log sheets of vehicles, drilling and earthmoving-equipment and machines.
- ENQUIRIES** : Mr Koos du Plessis Tel No: (012) 846 8535 or Ms P Tsebe at (067) 418 8264
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SDOrecruit51@nda.gov.za
- NOTE** : EE Target: African Females and Persons with disability.

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at LowerApplications@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms N Kumalo/ Ms M Mahape
- CLOSING DATE** : 24 July 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. NB: People with disabilities are encouraged to apply.

OTHER POST

- POST 24/04** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DBE/55 /2026**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Public Examinations and Assessments
Directorate: Public Examinations
- SALARY** : R413 001 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of three a (3) years relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; A minimum of at least two (2) years administrative work experience; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal) and planning and organisational skills.; Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to plan in details, be friendly, confident, Ability to work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and a commitment to a high standard of work.
- DUTIES** : The successful candidate will be responsible for providing administrative support to the Directorate: Public Examinations and the Office of the Director; Coordinating all directorate activities, including monitoring and tracking the directorate's operational, management, and improvement plans; Coordinating

and providing secretariat support for pre-standardisation meetings of the NSC and SC examination results; consolidating reports for the directorate, keeping records and maintaining an archiving system for all directorate documents, tracking expenditure of the directorate, Coordinating and providing secretariat support for DBE/Umalusi bilateral meetings; Providing secretariat support for Directorate management meetings; Promoting communication, innovation, and creativity within the Directorate.

ENQUIRIES

: Ms N Kumalo Tel No: (012) 357 3398/ Ms M Mahape Tel No: (012) 357 3291

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 24 July 2026
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Civilian Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of 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. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 24/05** : **EXECUTIVE PERSONAL ASSISTANT: OFFICE OF THE DDG'S REF NO: CSP/10/2026 (X2 POSTS)**
- SALARY** : R413 001 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6 as recognised by SAQA) in Public Administration/or related equivalent qualification. Two years' experience in administrative/secretarial/personal assistant environment. Knowledge of information management, office administration and management. Knowledge of Supply Chain Management Procedures, Public Service Legislative and policy framework, applicable departmental policies and Public Finance Management Act. Knowledge of virtual meeting platforms, calendar and Scheduling Tools. Computer literacy, communication (verbal & written) Skills. Report writing, presentation, project management. Planning and organizing. Analytical and ability to interact with all business units.
- DUTIES** : Render administrative support services. Screen calls, emails and correspondence. Assist in planning, scheduling and coordinating internal and external meetings. Draft the meeting calendar for the DDG. Book boardroom/s for the DDG's meetings with internal and external stakeholders. Assist with the compilation of quarterly Demand Management Plans and monitoring of the budget expenditure. Provide secretariat support services for the DDG's meetings. Follow up on resolutions and action items. Handle correspondence in the office of the DDG. Organise, maintain the filing system and confidential records. Render logistical support services in the office of the DDG. Provide travel and accommodation arrangements. Process and submit itineraries. Process and submit subsistence and travel claims. Ensure that the DDG is

prepared for meetings and engagements (i.e. being in receipt of relevant information, briefing documents, etc.). Maintain the DDG's personal file (e.g. keep copies of documents submitted to HRM Unit such as leave forms, Performance Agreements/Assessments and other relevant work-related documents). Ensure effective and ongoing communication (verbal and written) is maintained from the office of the DDG, Branch and other business units. Receive and record documentation before submission to the Branch Coordinator. Meet and greet the clients/stakeholders who are visiting the DDG and manage the waiting area.

ENQUIRIES : Mr M Maiko Tel No: (012) 493 1390
APPLICATIONS : Can be emailed to ExecutivePA-ODDG@csp.gov.za
NOTE : Preference will be given to youth, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/06 : **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/11/2026**

SALARY : R280 278 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at (NQF 6 as recognized by SAQA) or relevant qualification in Social Sciences, Developmental Studies, Population Studies or Public Administration. Experience in data collection and processing. Data analysis and Information management. A high degree of computer literacy especially using the Microsoft windows suite (e.g. MS Word, Excel, Outlook). Understanding of policing environment and/or monitoring and evaluation. Planning and organizing. Data collection and management skill. Analytical, project management and interpersonal skills. Attention to detail, confidentiality and communication skills (written & verbal). Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Conduct oversight visits. Collect data using M&E tools. Collect source documents as evidence to support the data collected. Capture data into the capturing system. Conduct quality control and assurance on completed M&E tools. Handle the control of documents within the directorate. Provide access to source documents based on access rights, maintain and update file of source documents. Provide admin support to the directorate. Ensure proper filling and archival of documents. Coordinate travel arrangements. Provide admin support to the Directorate. Provide logistical and administrative support to the Monitoring and Evaluation Team.

ENQUIRIES : Ms NM Sefiti Tel No: (012) 493 1388
APPLICATIONS : Can be emailed to AMandE-Officer@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/07 : **ACCOUNTING CLERK REF NO: CSP/12/2026**

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public Service. Computer literacy. Planning and organizing, interpersonal and good verbal and written communication skills. Confidentiality, time management and ability to work under pressure.

DUTIES : Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render Internal Control. Perform activities attached to improving control environment of payments for completeness and accuracy. Provide assistance in identifying control

mechanisms to reduce possible non-compliance. Develop, update and maintain an effective filing system /system control for the Directorate.

ENQUIRIES : Mr MD Mashifane Tel No: (012) 493 1435
APPLICATIONS : Can be emailed to AccountingClerk@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/08 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: CSP/13/2026**

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate/National Senior Certificate or equivalent. No experience required. Basic Knowledge of supply chain duties, practices and ability to capture data, operate computer and collecting statistics. Basic Knowledge of and understanding of legislative framework governing the Public Service. Basic Knowledge of work procedures in terms of the working environment. Computer literacy, communication (verbal and written), Planning and organizing. Teamwork, accountability and transparency. Ethical Conduct and Integrity, time management. Customer Service Orientation.

DUTIES : Render Acquisition clerical support. Update and maintain a supplier database. Register suppliers on the Supply Chain (Logis) System. Receive and request quotation. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Place orders for goods, receive and verify goods from suppliers. Capture goods in registers database, receive request for goods from end users and maintain goods register. Update and maintain register of suppliers. Render Assets Management clerical support. Compile and maintain assets records/database. Check and issue, furniture, equipment and stationery to business units. Identify redundant, non-serviceable and obsolete equipment for disposal. Assist in conducting stock taking according to stock taking plan. Verify asset register.

ENQUIRIES : Mr MD Mashifane Tel No: (012) 493 1435
APPLICATIONS : Can be emailed to SCMClerk@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Women and persons with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	24 July 2026
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS position will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessment to assess cognitive capability, behavioural preferences, emotional intelligence, and integrity. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 24/09</u>	:	<u>DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: DD/PR/01</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	3-Year National Diploma or Bachelor's Degree in Business Management, Development Studies / Public Administration / Public Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in strategic planning and reporting. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook, etc.). A valid driver's licence. Generic Competencies: Planning and Organising,

- Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written), Interpersonal Skills and Financial Management. Technical Competencies: In-depth knowledge and understanding: Legislation Governing Planning, Monitoring, and Reporting, Data Collection, Data Analysis and Report Writing, Research methodology, Strategic Planning and Reporting processes, Annual Operational Plan, Audit and risk action plans, Preparation of minutes for Quarterly Review meetings
- DUTIES** : The successful candidate will perform the following duties: Facilitate the development of a Strategic Plan and an Annual Performance Plan. Coordinate and facilitate the development of the departmental Annual Operational Plan. Compile Quarterly Performance Reports. Coordinate and facilitate the development of an Annual Report. Compile strategic reports such as the Handover Report, Mid-Term Assessment Report, Strategic End-Term Report and departmental MTDP Progress Reports.
- ENQUIRIES** : Ms B Kgwete at 064 081 3357
- APPLICATIONS** : For application enquiries contact: To the T Recruitment at 067 391 7387
Applications must be submitted electronically via email to: dcog17@tttrecruitment.co.za
- POST 24/10** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: ADRM05**
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Pretoria
: 3-Year National Diploma or Bachelor's Degree in Finance or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Comprehensive knowledge and understanding of: the Municipal Finance Management Act (MFMA) Treasury Regulations, Division of Revenue Act (DoRA), Public Finance Management Act (PFMA). Provincial and Local Government legislation and systems. Policy development. Public Private Partnerships. Revenue and debt management. Audit management. Poverty alleviation and job creation strategies.
- DUTIES** : Develop and implement revenue enhancement initiatives to enhance revenue collection in municipalities. Coordinate the reports on the payment of government debt to municipalities. Report on credibility of credit controls and debt policies and its by-laws in municipalities. Coordinate and develop municipal debt collection strategies and financial recovery plans.
- ENQUIRIES** : Ms K Fata at 072 3833 789
- APPLICATIONS** : For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103/04
Applications must be submitted electronically via email to: response@multilead.co.za
- POST 24/11** : **ASSISTANT DIRECTOR: INTEGRATED MONITORING AND REPORTING SYSTEM REF NO: ADIMRS**
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Pretoria
: 3-Year National Diploma or Bachelor's Degree in Monitoring and Evaluation / Development Studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and extensive travelling. Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Monitoring, Reporting and Evaluation, Strategic planning. Outcome base approach. Analytic skills. Research. Excel at intermediate /advanced level.

- DUTIES** : Facilitate development and implementation of policy and regulatory frameworks to strengthen monitoring and reporting. Analyse and develop reports on the performance of municipalities. Coordinate the national and provincial monitoring and reporting structures. Develop and maintain monitoring and reporting databases.
- ENQUIRIES** : Ms X Salla at 082 632 2277 / 012 3340883
For application enquiries contact Tel No: (010) 593 1998
- APPLICATIONS** : Applications must be submitted electronically via email to:
adimrs@ntirho.co.za

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 24 July 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. 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 exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preference, emotional intelligence, and integrity. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 24/12** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: SG 01/24/26/01**
- SALARY** : R338 106 - R398 277 per annum (Level 07)

- CENTRE** : South African Military Health Service HQ, PSAP Nodal Point, Lyttelton, Pretoria.
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4) or equivalent. Three (3) years' experience in Human Resource /PSAP Maintenance environment. Special requirements (Skills needed): Computer literacy (Word and Excel organizing and interpersonal relationship skills, basic knowledge of the mainframe system and may have HR courses Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) and Treasury Regulations. Proven ability to communicate effectively (verbal and written), orientated towards teamwork and receptive to work related suggestion. Enthusiastic and positive personal conduct.
- DUTIES** : The suitable candidate will be responsible for the following duties: Administration of re-appointments of professionals (Medical, Allied and Clinical). Transfers, detached duty, Capturing of Commuted Overtime, Rural and Deep Rural Allowances, Grade Progression, Restructuring of OSD Packages and Salary Audits.
- ENQUIRIES** : Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
- APPLICATIONS** : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or hand deliver to LEW Building, Cnr Selborne and Trichard Ave, Lyttelton. samhspaphr@dod.mil.za
- POST 24/13** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/02**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Area Military Health Unit Western Cape (AMHU WC), Wynberg
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years' experience in Human Resource Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : The suitable candidate will be responsible for the following duties: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers enquiries. Handle routine enquires. Make photocopies and receive or send facsimiles. Distribute documents/package to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and /or other correspondence when required. Keep and maintain the incoming and outgoing register of the component.
- ENQUIRIES** : Major T.B. Nkonzo Tel No: (021) 799 6893 or WO2 Ndebele Tel No: (021) 799 6892
- APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU WC, Wynberg, Private Bag X10, Wynberg, 7824 or hand deliver to Burren Road Wynberg 7824 or email to Theodora.nkonzo@dod.mil.za
- POST 24/14** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/03**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Military Base Hospital, Lohatla
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills. Problem solving.
- DUTIES** : Ensure all patient related tasks, reception, data capturing, management of medical debts, management of accounts, spectacle services. Managing health records. The applicants will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record and telephonic enquiries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties.
- ENQUIRIES** : Major L.D. Masalisa Tel No: (053) 830 3225

- APPLICATIONS** : Department of Defence, South African Military Health, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangaan Road, Postmasburg, 8420 or email Lorna.masalisa@dod.mil.za
- POST 24/15** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/04 (3X POSTS)**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
CENTRE : 3 Military Hospital, Bloemfontein.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Manage medical records, receiving capturing and scanning of medical records. Render a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compile weekly and monthly statistics for management. Retrieve records for HCPs/management. Problem. Facilitate medical authorities. Medical debtor and invoice management.
- ENQUIRIES** : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenberg road, Tempe, Bloemfontein or email to 3milHR@dod.mil.za
- POST 24/16** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/05**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : 3 Military Hospital, Bloemfontein
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : The suitable candidate will be responsible for the following duties: Management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescriptions.
- ENQUIRIES** : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenberg road, Tempe Military base, Bloemfontein or email to 3milHR@dod.mil.za
- POST 24/17** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION: REF NO: SG 01/24/26/06**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Military Health Combat Training Centre, Lohatla
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices

as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of various filing systems. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : The suitable candidate will be responsible for the following duties: Management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.

ENQUIRIES : Major G.A. Nienaber Tel No: (053) 321 2366 or Sgt C.J. Louw Tel No: (053) 321 2189

APPLICATIONS : Department of Defence, South African Military Health, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangan Road, Postmasburg, 8420 or email Lorna.masalisa@dod.mil.za

POST 24/18 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/07**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Institute for Maritime Medicine (IMM), Simonstown
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Language skills. Proven ability to communicate effectively (written and verbally). Computer literacy. A typing test will be required of all candidates interviewed.

DUTIES : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic/ward reception and secretarial duties. Process and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.

ENQUIRIES : Major A. Haman Tel No: (021) 787 4507/4497 or Mr B.O. Xhalabile Tel No: (021) 787 4026

APPLICATIONS : Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to rohan.terblanche@dod.mil.za

POST 24/19 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/08**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : 1 Medical Battalion Group (MED BN GP), Durban
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize,

- store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
- ENQUIRIES** : Ssgt R.S. Khuzwayo Tel No: (031) 451 1187/832
APPLICATIONS : Department of Defence, South African Military Health Service, 1 Med Bn Gp, Durban, 4000 or hand deliver to 1 Med Bn Gp, 427 Anton Lembede Street or email to Siyabonga.Khuzwayo@dod.mil.za
- POST 24/20** : **PERSONNEL OFFICIAL: PRODUCTION REF NO: SG 01/24/26/09**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Military Health Training Formation, Lephalale
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Provide personnel administration clerical support services within the Head Quarter. Facilitate and provide administrative support for the Implementation of conditions of service and service benefits (Leave, Housing, Medical, S & T, injury on duty, long service recognition, overtime, relocation, pension, allowances and termination of service. Noticas and Awol Administration. Provide support to the recruitment and selection processes. Capture and update all personal data on the mainframe. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
- ENQUIRIES** : Col M.R. Mphashi Tel No: (015) 299 3701 or WO1 L.A. Alberts Tel No: (015) 299 3743
APPLICATIONS : SAMHS Training Centre Lephalale, Private bag X7503, Lephalale 0557 or hand deliver to SAMHS Training Centre Lephalale, Overwacht Ave, Onverwacht, 0557 or email to Andisa.Teka@dod.mil.za
- POST 24/21** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/10**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Military Health Training Formation Head Quarters
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
- ENQUIRIES** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
APPLICATIONS : Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za
- POST 24/22** : **SECRETARY REF NO: SG 01/24/26/11**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Area Military Health Unit North West, Potchefstroom

- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
- DUTIES** : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
- ENQUIRIES** : Capt R. Mokgathe Tel No: (018) 289 1305
- APPLICATIONS** : Department of Defence, Area Military Health Unit North West Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom, 2351 or hand deliver to Area Military Health Unit, Gen Koosdelare Road or email to Sehularo.Legoete@dod.mil.za
- POST 24/23** : **SECRETARY REF NO: SG 01/24/26/12**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
- CENTRE** : Area Military Health Unit Western Cape, Wynberg.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
- DUTIES** : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental

		prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj T.B. Nkonzo Tel No: (021) 799 6893 Department of Defence, South African Military Health Services, Area Military Health Unit Western Cape, Private Bag X10, Wynberg, 7824 or hand deliver to Area Military Health Unit Buren Road or email to Theodora.nkoko@dod.mil.za
<u>POST 24/24</u>	:	<u>SECRETARY REF NO: SG 01/24/26/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05) Military Health Training Formation Head Quarters, Pretoria A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221 Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za
<u>POST 24/25</u>	:	<u>SECRETARY (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05) SAMHS HQ. Directorate Psychology Ref No: SG 01/24/26/14A SAMHS HQ. Directorate Social Work Ref No: SG 01/24/26/14B SAMHS HQ. Directorate HRM Ref No: SG 01/24/26/14C SAMHS HQ. Chief Directorate Force Support Ref No: SG 01/24/26/14D A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claim for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received

to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
APPLICATIONS : Department of Defence, South African Military Health Services, Private Bag X102 Centurion, 0046 or hand deliver to LEW Building, Block A 388 Cnr Selborne and Trichard Ave, Lyttelton or email to samhspasaphr@dod.mil.za

POST 24/26 : **SECRETARY REF NO: SG 01/24/26/15**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : 7 Medical Battalion Group, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claim for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : WO1 M.M. Van Den Berg Tel No: (012) 671 6845
APPLICATIONS : Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Lyttelton, Pretoria 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttelton, Pretoria or email to marthinus.VanDerBerg@dod.mil.za

POST 24/27 : **SECRETARY REF NO: SG 01/24/26/16**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : 8 Medical Battalion Group, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound

		organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj M.M Jagers Tel No: (012) 671 6403 Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Lyttelton, Pretoria 0140 or hand deliver to 8 Medical Battalion Group, Tek Base, Lyttelton, Pretoria or email to Mamokete.Jagers@dod.mil.za
<u>POST 24/28</u>	:	<u>HANDYMAN REF NO: SG 01/24/26/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 226 – R200 523 per annum (Level 03) Area Military Health Unit Gauteng, Pretoria A minimum of ABET L4 qualification with 0-6 Months relevant experience is required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of equipment. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Conduct regular unit inspections. Attend to minor electrical, plumbing and carpentry problems. Maintain of office equipment and furniture. Repair broken furniture and equipment's. Report defects. Safekeeping of maintenance tools and supplies. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of the unit areas.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 H.P. De Beer Tel No: (012) 314 3145 Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to Amhu.gauteng@dod.mil.za
<u>POST 24/29</u>	:	<u>CLEANER REF NO: SG 01/24/26/18 (X6 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 – R169 656 per annum (Level 02) 3 Military Hospital, Bloemfontein A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Clean offices corridors, elevators and boardrooms. 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 kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and

equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.

ENQUIRIES APPLICATIONS : Maj L. Tshita Tel No: (051) 402 2213
: Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenberg Road, Tempe Military Base 9324 or email to 3milHR@dod.mil.za

POST 24/30 : **CLEANER REF NO: SG 01/24/26/19 (X5 POSTS)**

SALARY CENTRE REQUIREMENTS : R144 024 – R169 656 per annum (Level 02)
: Area Military Health Unit Gauteng, Pretoria
: A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

DUTIES : Clean offices corridors and boardrooms. 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 kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

ENQUIRIES APPLICATIONS : WO2 H.P. De Beer Tel No: (012) 314 3145
: Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to Amhu.gauteng@dod.mil.za

POST 24/31 : **CLEANER REF NO: SG 01/24/26/20 (X5 POSTS)**

SALARY CENTRE REQUIREMENTS : R144 024 – R169 656 per annum (Level 02)
: Military Health Training Formation Head Quarters, Pretoria.
: A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

DUTIES : Clean offices corridors, and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Clean walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Clean the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain clean materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

ENQUIRIES APPLICATIONS : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
: Department Defence, South African Military Health Service, Human Resource Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143, or hand deliver to Military Health Training Formation, 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za

POST 24/32 : **CLEANER REF NO: SG 01/24/26/21**

SALARY CENTRE REQUIREMENTS : R144 024 – R169 656 per annum (Level 02)
: 7 Medical Battalion Group, Pretoria.
: A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

DUTIES : Clean offices corridors, and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Clean walls, windows and doors. Emptying and cleaning of dirt bins. Collect

and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Clean the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

ENQUIRIES : WO1 M.M. Van Denberg Tel No: (012) 671 6845
APPLICATIONS : Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Lyttleton, Pretoria 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttleton, Pretoria or email to Monare.marthinus.VanDerBerg@dod.mil.za

POST 24/33 : **GROUNDSMAN REF NO: SG 01/24/26/22**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit Eastern Cape, Qqeberha
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

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

ENQUIRIES : Maj D.P. Monyeki Tel No: (041) 505 1060/1062
APPLICATIONS : Department of Defence, Area Military Health Unit Eastern Cape, Private X6032, Forest Hill Gqeberha, 6001 or hand deliver to Army Support Base Eastern Cape Military Base Hospital Gqeberha, Willow drive Forest hill or email to Dimakatso.Monyeki@dod.mil.za

POST 24/34 : **GROUNDSMAN REF NO: SG 01/24/26/23**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit Gauteng, Pretoria
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

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

ENQUIRIES : WO2 H.P. De Beer Tel No: (012) 314 3145
APPLICATIONS : Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to Amhu.gauteng@dod.mil.za

POST 24/35 : **GROUNDSMAN REF NO: SG 01/24/26/24**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : 8 Medical Battalion Group, Pretoria.
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

- DUTIES** : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES APPLICATIONS** : Maj M.M. Jagers Tel No: (012) 671 6403
: Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Lyttleton, Pretoria 0140 or hand deliver to 8 Medical Battalion Group, Grunberg Leon Street Tek Base, Lyttleton, Pretoria or email to Mamokete.Jagers@dod.mil.za
- POST 24/36** : **FOOD SERVICES AID REF NO: SG 01/24/26/25**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
: 3 Military Hospital, Bloemfontein
: A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
- DUTIES** : Operate kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Clean trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly, ensure that the diet lists are taken in time to the kitchen.
- ENQUIRIES APPLICATIONS** : Maj L. Tshita Tel No: (051) 402 2213
: Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenberg Road, Tempe Military Base, 9324 or email to 3milHR@dod.mil.za
- POST 24/37** : **FOOD SERVICES AID REF NO: SG 01/24/26/26 (X6 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
: Military Health Training Formation Head Quarters, Pretoria
: A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
- DUTIES** : Operate kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Clean of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls.
- ENQUIRIES APPLICATIONS** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
: Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za
- POST 24/38** : **GENERAL STORE ASSISTANT: REF NO: SG 01/24/26/27**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
: Area Military Health Unit Gauteng, Pretoria.
: A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.
- DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received

- correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : WO2 H.P. De Beer Tel No: (012) 314 3145
APPLICATIONS : Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to Amhu.gauteng@dod.mil.za
- POST 24/39** : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/28**
- SALARY** : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit Northern Cape (AMHU NC)
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.
- DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : Major L.D. Masalisa Tel No: (053) 830 3225 or Lieutenant Colonel J.A. Laufs Tel No: (053) 830 3071
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU NC, Kimberly, Private Bag X5056, Kimberly, 8301 or hand deliver to Florence Street Diskobolos Kimberley, 8325 or email to Lorna.masalisa@dod.mil.za
- POST 24/40** : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/29**
- SALARY** : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit North West. Potchefstroom
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.
- DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : Maj S.I. Legoete Tel No: (018) 289 1305
APPLICATIONS : Department of Defence, Area Military Health Unit North West, Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom 2351 or hand deliver to Gen koosdelare Road, Potchefstroom 2351 or email to Sehularo.Legoete@dod.mil.za
- POST 24/41** : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/30**
- SALARY** : R144 024 – R169 656 per annum (Level 02)
CENTRE : Military Health Training Formation Head Quarters, Pretoria
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.
- DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
APPLICATIONS : Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or Andisa.Teka@dod.mil.za

- POST 24/42** : **VETTING SESSION WORKERS (FREELANCERS) REF NO: DI/22/24/26/01 (X5 POSTS)**
Two (2) years fixed contract.
- SALARY** : R214.92 per hour and does not exceed 180 hours per month.
CENTRE : Defence Intelligence Division, Pretoria.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent with Diploma / Advance Certificate / National Diploma/ (NQF Level 6) specialising in faculty of humanities (Social sciences, Psychology, Counselling, Investigation, Social Worker, Criminology and/or other relevant qualification/certificates). A minimum of 1 year experience in Administration /Client interaction and/or 1 year experience in Field Investigation or Evaluation. Valid driving license and own vehicle is essential. Special requirements (skills needed): Computer literacy, communication skills (Good verbal and written), report writing skills, listening skills and interpersonal relations skills. Excellent analytical thinking, problem solving and reasoning ability. Knowledge and course of Vetting Fieldwork. Ability to capture data, operate computer and collect information. Knowledge and understanding of the legislative framework of public service.
- DUTIES** : The successful candidates will be responsible to perform the following duties: Planning and preparation of files and other relevant administration. Documentary enquires, gather information and conduct vetting investigation through interviews. Writing reports based on documentary enquiries and interviews. Compile and submit reports to Director vetting management on required vetting files and reports completed on a regular basis. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigation.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508
APPLICATIONS : Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria, 0001 or hand delivered at Liberty Building 278 Madiba Street, Pretoria Central or email to sessionworkers@dil.mil.za
- NOTE** : Kilometres claims will be reimbursed according to inline tariffs. First three (3) months is training and will be compensated by R8 174.75 of stipend.

DEPARTMENT OF ELECTRICITY AND ENERGY

The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representativity in the Public Sector through the filling of this post(s). Persons whose transfer/promotion/appointment will promote representativity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

- APPLICATIONS** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426.
- CLOSING DATE** : 24 July 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part "F" must be answered, but if you are already in Public Service just indicate "N/A". Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applicants for SMS posts will be also subjected to a technical exercise and an interview. Following the interview and technical exercise, then the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za. 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 administration of the recruitment process or possible employment 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) at any stage of the

recruitment process. The successful candidate will be expected to enter into a performance agreement within three (3) months from the date of appointment.

OTHER POSTS

- POST 24/43** : **NUCLEAR TECHNOLOGY SPECIALIST REF NO: DEE2026/009**
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Master of Science or Master of Engineering specializing in Nuclear Power NQF level 9 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Plus 10 years' experience in nuclear industry, particularly nuclear technology. Knowledge of: Nuclear Technology, Nuclear policy legislation, nuclear energy in general, Government processes Skills: Communication Skills at junior management level, should be able to organize and control meetings, workshops, good writing and interpersonal skills. Ability to communicate at all levels, Financial Management, Presentation Skills and Computer literacy. Thinking Demand: Analytical thinking and information evaluation.
- DUTIES** : Provide advice on the following: Strategic issues pertaining to all matters related to technology and related programmes, Mentor DEE officials in all matters related to nuclear technology and related programmes, Conduct technical assessments/investigations in nuclear technology.
- ENQUIRIES** : Mr Katse Maphoto at 072 832 1145
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White are encouraged to apply.
- POST 24/44** : **SPECIALIST: ENERGY GENERATION REF NO: DEE2026/010 (X2 POSTS)**
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant post graduate qualification in Energy Studies / Engineering / Electrical, Power Systems Management at NQF Level 8 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Minimum of 5 years' research experience at MMS level. Knowledge of: Knowledge of Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies. Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management, skills Management & Organisation skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical Organising and coordinating, Facilitation and implementation Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership Change Management. Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate and Diplomatic.
- DUTIES** : Provide technical support with processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Conduct research to enhance the business operations and performance of the Energy Complex. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects.
- ENQUIRIES** : Ms Kubeshnie Bhugwandin Tel No: (012) 406 7614
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White are encouraged to apply.
- POST 24/45** : **SPECIALIST: ENERGY DISTRIBUTION REF NO: DEE2026/011**
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant post graduate qualification in Energy Studies/Engineering/ Electrical, Power Systems Management at NQF Level 8 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for

SMS (Nyukela). Minimum of 5 years' research experience at MMS level. Knowledge of: Knowledge of Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies. Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management, skills Management & Organisation skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical Organising and coordinating, Facilitation and implementation Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership Change Management. Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies.

DUTIES : Provide technical support with processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Conduct research to enhance the business operations and performance of the Energy Complex. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects.

ENQUIRIES : Ms Kubeshnie Bhugwandin Tel No: (012) 406 7614

APPLICATIONS : Email to Vacancies2@dee.gov.za

NOTE : Females from all races, Indians, Coloured and White are encouraged to apply.

POST 24/46 : **SPECIALIST: ENERGY TRANSMISSION REF NO: DEE2026/012**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A relevant post graduate qualification in Energy Studies/Engineering/ Electrical, Power Systems Management at NQF Level 8 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Minimum of 5 years' research experience at MMS level. Knowledge of: Knowledge of Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies. Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management, skills Management & Organisation skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical Organising and coordinating, Facilitation and implementation Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership Change Management. Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic.

DUTIES : Provide technical support with processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Conduct research to enhance the business operations and performance of the Energy Complex. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects.

ENQUIRIES : Ms Kubeshnie Bhugwandin Tel No: (012) 406 7614

APPLICATIONS : Email to Vacancies3@dee.gov.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	24 July 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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/ . All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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)

MANAGEMENT ECHELON

- POST 24/47** : **DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/26/07/01HO**
- SALARY** : R1 317 384 per annum, (all-inclusive)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resources Management / Employment Relations/ Labour Relations/ Labour Law/ Public Administration/ LLB. A valid driver's licence. Five (5) years' experience at a middle /senior Managerial level in Employment Relations/Labour Relations. Knowledge: Labour Relation Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Human Resources Management Policies, Collective bargaining agreements, CCMA Regulations, procedures and guidelines, Public Service Regulations, Public Service Commission rules, Public Service Co-ordination Bargaining Council's Resolution, Public Finance Management Act. Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Facilitation, Service Delivery Innovation (SDI), Client Orientation and Customer Focus, Communication, Knowledge Management, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving and Analysis, Interviewing listening and observation, Presentation.
- DUTIES** : Provide strategic direction in promoting Employment Relations according to Public Service Act. Manage and control systems for finalization of all grievances and complaints received. Manage finalization of all misconduct cases within the Department. Manage and Monitor representation of the Department in all disputes referred to PSCBC, CCMA and GPSSBC. Oversee that the Department is properly represented in all cases and Labour Appeal Court. Oversee a conducive environment for bargaining with organized labour is created through the Departmental Bargaining Chamber (DBC).
- ENQUIRIES** : Ms MM Matyila Tel No: (012) 309 4026
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email Jobs-HQ29@labour.gov.za
- POST 24/48** : **SENIOR SPECIALIST: ELECTRICAL AND MECHANICAL ENGINEERING REF NO HR4/26/07/02HO**
- SALARY** : R1 317 384 per annum, (all-inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Mechanical Engineering /Electrical Engineering. A Valid driver's license. Five (5) years' experience at the middle/senior Managerial level in Occupational Health and Safety Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, UI Contribution Act, Employment Equity Act, Skills Development Act. Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation (SDI), Client Orientation and Customer Focus, Communication, Knowledge Management, Planning and organizing, Computer literacy, Interpersonal Problem solving and Analysis, Interviewing, listening and observation, Presentation.
- DUTIES** : Develop and implement strategies, Policies and Guidelines on Electrical and Mechanical Engineering for the Department of Employment and Labour. Provide Guidance and participate in the conducting of complex inspections for Electrical and Mechanical as per OHS prescripts. Conduct technical research on latest trends of Occupational Health and Safety in terms of Electrical and Mechanical Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings. Oversee the registration of Electrical and Mechanical regulations entities. Manage the resources and monitor performance of staff within the Directorate.

ENQUIRIES : Ms M Ruiters Tel No: (012) 309 4407
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ28@labour.gov.za

OTHER POSTS

POST 24/49 : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/1/123**

SALARY : R605 742 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations Manager/ BCOM Law/ LLB/ Internal Auditing. Two (2) years Supervisor experience. Two (2) years functional experience in Auditing / Financial Management. A valid Driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES : Mr K Nkanjani Tel No: (043) 701 3041/48
APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za

NOTE : Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females are encouraged to apply.

POST 24/50 : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/26/07/03HO**

SALARY : R487 197 per annum
CENTRE : Head Office: Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Labour Relations/ LLB. Valid driver's license. Four (4) years' experience of which two (2) years at Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Employment Relations services. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, Collective bargaining agreements, Public Service Commission, Public Service Co-ordination Bargaining Council's Resolution, Policy/ guideline formulation, Public Finance Management Act. Skills: Management, Problem solving, Organization, Leadership, Interpretation of legislation/ policies, Budgeting/ Financial, Negotiation, Verbal/ written communication, Presentation.

DUTIES : Finalize all grievances and complaints received from employees in the department. Process and finalize all misconduct cases in the department. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the employment relations section. Coordinate the finalization of all the disciplinary cases in the department. Manage resources of the section.

ENQUIRIES : Mr. T Maraba Tel No: (012) 309 4819
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ29@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
NOTE : EE targets-priority will be given to Coloured male and female, Indian males and White males and females.

POST 24/51 : **SENIOR MEDIA PRODUCTION OFFICER (GRAPHIC DESIGNER) REF NO:HR4/26/07/04HO**

SALARY : R413 001 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS :

A qualification at NQF level 6 as recognised by South African Qualification Authority in Graphic Design / Visual Communication/ Graphic & Communication Design / Computer-based Graphic Development / Creative Brand Communication / Design and Studio Art / Communication Design. Minimum of two (2) years functional experience as Graphic Designer in the Graphic Design Field. Knowledge: Specific knowledge of Apple Mac Platform including the software packages Adobe creative Cloud, illustrator, InDesign, Photoshop, Lightroom and the Adobe Express. PC platform and all Microsoft Office software (Outlook, word, Excel and PowerPoint), Photography, photographic equipment and photo retouching, Printing processes and requirements, public service regulations, Basic knowledge in motion graphics. Skills: Design and layout skills, Strategic and capability design conceptualization, adaptive to change (software and organization, machineries), Services delivery innovation, Excellent time management (100% adherence to deadlines), Great interpersonal Skills, Client orientation and customer focus, program and project management, Effective communication (verbal and written) and decision-making skills, problem-solving and analytical abilities, interpersonal, negotiation, technical, and commercial skills.

DUTIES : Conduct and use system to ensure efficient production of publicity material. Design and layout of publicity material for the Department. Coordinate the quotations process for the publications. Prepare artwork for printing. Execute the photography for in-house Departmental event.

ENQUIRIES : Mr I Motsepe at (071) 221 6202
APPLICATIONS : Email: Jobs-HQ26@labour.gov.za
NOTE : EE target-Priority will be given to African Males, Coloureds Males, Indians Males, Indian Females, and White Males and Females.

POST 24/52 : **SENIOR STATUTORY SERVICE OFFICER REF NO: HR 4/4/1/124**

SALARY : R413 001 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS :

BPROC/ BCOM Law/ LLB. One (1) year experience in the legal/compliance environment. A valid Driver's licence. Knowledge: Public service transformation and management issues, Public Service Act and Regulations, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, COIDA, UIA, BCEA, SDLA, LRA, UI Contribution Act, Employment Equity Act, Employment Services Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Written and Verbal Communication.

DUTIES : To plan and independently administer work referred to Statutory Services for enforcement of non- compliance under employment law. Assist the ASD Statutory Services in the enforcement processed for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the Provinces. Compile stats for the unit

ENQUIRIES : Mr K Nkanjeni Tel No: (043) 701 3041/48
APPLICATIONS : ACTING Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za

NOTE : African Males, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.

POST 24/53 : **PRACTITIONER ACCOUNTS AND BOOKING OFFICER REF NO: HR4/4/1/125**

SALARY : R338 106 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) years relevant tertiary qualification in Accounting and/or Management Accounting or BCOM with Accounting and/or Management Accounting as major subjects. One (1) year functional experience. In Finance

- Management Services. A valid Driver's licence. Knowledge: Departmental policies and procedures, PFMA Project Management, Intermediate Human Resources Development, Public Service Regulations Skills: Leadership Facilitation, Computer literacy, Presentation, Analytical, Communication Written and Verbal.
- DUTIES** : Render the air travel, hotel accommodation and short term rentals with the Province. Provide support on the allocation, utilization and booking of cars in the Province. Consolidate information of invoices received and prepare payment to service provider. Coordinate information to ensure payment of fines to relevant officials.
- ENQUIRIES** : Mr MM Nohesi Tel No: (043) 701 3029
- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
- NOTE** : African Males, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
- POST 24/54** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/76**
- SALARY** : R237 453 per annum
- CENTRE** : Provincial Office: Mpumalanga
- 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.
- 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** : Rev MG Sibanyoni Tel No: (013) 655 8700
- APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-POHRM@labour.gov.za
- NOTE** : African Males, Coloured Males, Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town, or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 27 July 2026, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 24/55 : **DEPUTY DIRECTOR: ADMINISTRATION & COORDINATION REF NO: OC15/2026**

SALARY : R932 292 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Public Management/ Office Management or relevant equivalent qualification. 5 years' experience in Admin or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director or equivalent) The incumbent must knowledge of the following; good command of written and oral English and any other official language. Strategic coordination/ planning. Business planning. Report/professional writing. Policy development. Organisation performance management. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. Formats and routes of documentation throughout the department. Quality Control of documents. EDMS. The hierarchy and management structure of the department. Different specialised fields of the branches and chief directorates expertise and responsibility. Policies, legislation and procedures. Administration. Public Service and Departmental procedures and prescripts Planning and performance management legislation. Skills and attributes; Organising skills, Facilitation skills, Communication skills, Computer literacy, Technical writing skills. Ability to communicate with ministries, senior management officials and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Objectiveness. Integrity. Service orientated. Self-supervision. Highly developed sense of honesty. Protect the confidentiality of documents.

DUTIES : The candidate will be responsible to provide effective document Management. Monitor workflows received by the Branch. Monitor and follow up on finalization of outstanding DG /Ministerial referrals Coordinate the finalization of Branch Parliamentary Questions. Ensure that all documents are quality controlled before submitted to branch administrator. Keep an up-to-date record of all decisions taken. Schedule branch meetings. Provide secretariat services to the branch meeting. Provide minutes of the meetings. Develop an action list for decisions and monitor implementation. Monitor branch expenditure and raise flags with managers. Coordinate finalisation of the branch inputs to the Departmental Strategic plan. Consolidate CD inputs to develop branch APP. Finalise the branch APP within the stipulated timeframe. Ensure alignment of CD APP. Monitor implementation of branch Business Plan. Facilitate the submission of CD verification statements. Monitor branch compliance with PMDS. Ensure that all CD Performance Agreements are signed and copies filed. Support the implementation of the Performance Plans. Ensure branch compliance with the security clearance. Co-ordinate branch participation in departmental meetings and forums. Support the implementation of decisions of departmental meeting. Coordinate branch response to requests received.

ENQUIRIES : Ms C Mangcu at (083) 652 5142, E-mail: cmangcu@dffe.gov.za
APPLICATIONS : OC15-2026@dffe.gov.za

POST 24/56 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: RCSM21/2026**

This is a re-advert, applicants who have previously applied are encouraged to re-apply.

SALARY : R636 978 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Four (4) year Degree (NQF8) in Natural or Environmental Sciences or equivalent qualification within the related field, plus six (6) years' post qualification experience in the relevant field. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Excellent written, verbal and visual communication skills, including the ability to develop training curriculum. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa.

Strategic, problem-solving and organisational skills. Knowledge in general government administrative, financial and procurement procedures and processes. Administrative and logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer responsiveness with a focus on skills and capacity development objectives. Be willing to travel and in possession of a valid driver's license. Ability to work independently, and as part of a team. Computer literate and meticulous.

DUTIES

: To plan, implement, facilitate and participate in the national environmental compliance and enforcement (basic and specialised) capacity-building programme for Environmental Management Inspectors; as well as other relevant regulatory authorities, including South African Revenue Service: Customs (SARS), South African Police Service (SAPS), National Prosecuting Authority (NPA) and the Border Management Authority (BMA) etc. Administer and facilitate venue procurement oversight, presenter logistics, assessments, curriculum development and review and record keeping. Implement a monitoring and evaluation process in respect of the national compliance and enforcement programme. Provide capacity development support to operational projects of national, provincial and municipal Environmental Management Inspectors and other compliance and enforcement role-players. Liaise and collaborate with international and domestic environmental authorities and donors as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Develop appropriate training curriculum to be delivered through the national environmental compliance and enforcement capacity-building programme. Monitor the procurement of venues and initiate and administer other related goods and services (including training-related presenters, equipment, publications etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives.

ENQUIRIES

: Mr M Jardine Tel No: (012) 399 9497

APPLICATIONS

: RCSM21-2026@dffe.gov.za

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

- APPLICATIONS** : Only online applications will be accepted. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 24 July 2026 at 12h00 pm
- NOTE** : Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All 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. Shortlisted candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. They must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target.

OTHER POST

- POST 24/57** : **GOVERNANCE MANAGEMENT SECRETARIAT REF NO: G09/2026**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501 per annum (Level 08), plus 37% in lieu of benefits
: Pretoria
: A relevant 3-year National Diploma (NQF 6) qualification in Public Administration and/or Office Administration or related qualification in fields of Corporate Governance. A minimum of 3 - 5 years' experience in secretariat, governance, office administration or operational support. Experience in coordinating administrative processes, records management, meeting and event logistics, contract administration and related internal submissions. Experience in providing support within a governance, compliance, performance reporting or project-coordination environment will be an advantage. Experience in the Public Service or a public-sector environment.
- DUTIES** : Secretariat support to the Governance Committees: Schedule and administer arrangements for the GTAC's governance structures (MANCO, OMM and Risk Management Committee) meetings. Provide administrative support to Committee meetings including: Preparation of agendas and information packs. Drafting of general correspondence and communications sourcing and/or preparation and circulation of documents as requested. Provide secretariat support services to GTAC governance structures (MANCO, OMM and Risk Management Committee) meetings including: Record, prepare and circulate minutes of discussion and decisions. Provide quality assurance and analysis of action minutes to track progress of delivery, quality assurance of governance dashboards as part of support to ERM task team. Assist with the communication of Committee decisions and requests to relevant staff, facilitate replies to requests, and monitor and report on the implementation of decisions. Maintain formal Committee records for audit purposes. Governance and Compliance framework administrative support: Provide administrative support on the development, facilitation and monitoring the implementation of the GTAC governance framework including the: GTAC constitution, GTAC delegation of authority and delegations register, GTAC operational policies and policies register, GTAC audit schedule, GTAC statutory and regulatory

reporting schedule, GTAC records keeping policy, records management and PAIA compliance, GTAC agreements risk management, GTAC fraud and corruption prevention policy and plan, GTAC risk management plan and risk register. Coordinate approvals, register GTAC operational policies, and maintain and update the GTAC Policies Register. Maintain, monitor and report on the implementation of and compliance to the GTAC Delegation of Authority. Implement and maintain filing and document management plan for GTAC records. Management of information for governance, performance and systems administrative support: Provide administrative support on the establishment and management of the governance frameworks and internal controls for the collation, preparation and communication of resources including: policies and procedures, business processes, guidelines and templates, any other information supporting the management of governance information. Provide administrative support on the implementation, compliance and relevance of the KM frameworks and internal controls including the: lodging of documents on the GTAC policy management system. Develop inputs for information guidelines on governance and compliance policies. GTAC Quality Assurance coordination and facilitation: Provide overall quality assurance of all governance related. Coordinate and provide leadership on the inter-linkages between OMM, RMC and MANCO correspondence and action plans. Any other area of related quality assurance support as required. Unit Administration and Operational Support: Coordinate the Unit's human capital, financial, contractual and general administrative processes, including timesheets, disbursements, contract administration, records management, internal submissions, meeting and event logistics, travel arrangements and related administrative support. Support the identification, monitoring and reporting of operational risks affecting Unit performance, including follow-up on agreed mitigation actions. Provide administrative and coordination support to partnerships and donor-funded projects, including stakeholder engagements, project documentation, reporting and records management. Performance, Statutory Reporting and Client Service Support: Provide administrative coordination, verification and quality assurance support for organisational performance information and statutory reporting processes, including EQPRS, quarterly reports and Ministerial reports. Support the administration and analysis of client satisfaction surveys and the monitoring of service-improvement actions arising from stakeholder feedback.

ENQUIRIES

: Kaizer Malakoane at 066 2507072 Email: Kaizer.malakoane@gtac.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Gert Sibande TVET College)
(Ekurhuleni East TVET College)**

OTHER POSTS

- POST 24/58** : **SENIOR MIS OFFICER REF NO: GSC23/2026**
(Permanent)
- SALARY** : R413 001 per annum (Level 08), (plus benefits)
- CENTRE** : Central Office (Standerton)
- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Information Management/Data management or Relative Qualification recognised by SAQA, 2-3 years' Work Experience in Data Management / TVET MIS environment or Relative Experience. A valid driver's licence. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education understanding, application and interpretation of information management. Knowledge, understanding, application and interpreting of office management, ITS System, data management, compiling and interpretation of results statistics. Computer literacy in MS Office software (word, excel, power point and outlook). Typing skills and effective office administrative. Skills: skills including project management skills. Sound communication {verbal and written} skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
- DUTIES** : Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on ITS system and other related system. Ensure the overall supervision and administration of all academic and student related system. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, financial resource and perform other related duties.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- APPLICATIONS** : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040
- NOTE** : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's

suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/59 : **SENIOR RISK MANAGEMENT OFFICER REF NO: GSC24/2026**
(Permanent)

SALARY : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Risk Management or Internal Audit or Relative qualification recognise by SAQA, 2-3 years' Work experience in Risk, Fraud, Ethics and Integrity Management or Related Environment. A valid driver's licence. Knowledge: Knowledge of the relevant Prescript, legislation and Regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, Financial Management, report writing, teamwork.

DUTIES : Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and training. Supervise human, physical and financial resources.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/60 : **SENIOR PROVISIONING OFFICER: SUPPY CHAIN MANAGEMENT REF NO: GSC25/2026**
(Permanent)

SALARY : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Central office (Standerton)

- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Supply Chain Management / Logistics or Public management, 2-3 years' Work experience in supply chain or Assets Management or Relevant Environment. A valid driver's licence. Knowledge: Knowledge of BAS/LOGIS system, knowledge of assets disposal procedure, knowledge and understating of legislative framework governing the public services, knowledge of assets management, knowledge of supply chain policies, knowledge of department of higher education mandate. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, customer care service, report writing, teamwork.
- DUTIES** : Render a bidding administration function for the college bid committees, administer the procurement of goods and services through effective and efficient demand management services, Provide and effective contract management service to the college, administer logistical and disposal services, ensure the provision of asset management services to the college, Management of human and financial resources in the unit.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- APPLICATIONS** : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040
- NOTE** : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.
- CLOSING DATE** : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
- POST 24/61** : **SENIOR OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: EEC-OHSP-01-01/2026**
Permanent
Branch: Technical And Vocational Education and Training
- SALARY** : R413 001 per annum (Level 08)
- CENTRE** : Ekurhuleni East TVET College
- REQUIREMENTS** : Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Safety Management qualification. 2 years' experience in occupational health and safety environment. Computer literacy. A valid driver's licence. Knowledge of CET Act and COIDA. Occupational Health and Safety Act 85 of 1993 and other applicable legislations and regulations. OHSAS 18001 Management system. Good written and verbal communication skills. Good problem solving skills, Planning & organising, Research skills, Analytical skills, Report writing skills and Presentation skills.

- DUTIES** : Participate in the development of policies, guidelines and strategies in line with Health & Safety Act. Compile the emergency evacuation policy, management plan and operational plan in relation to occupational health and safety. Compile outstanding 18001 OHSAS documentation. Compile and submit reports to internal stakeholders. Arrange and conduct health and safety trainings. Conduct induction training to staff and students in relation to health and safety. Promote Health and Safety working environment in all sites. Coordinate occupational health and safety risk assessments by visiting all sites for periodical inspection. Provide occupational health and safety related advice. Comply with DHET and College policies and procedures.
- ENQUIRIES** : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
- APPLICATIONS** : applications must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs 1560.
- NOTE** : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the Internet at Www.Gov.Za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance. 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.
- CLOSING DATE** : 24 July 2026 at 16H00.
- POST 24/62** : **CHIEF PERSONNEL OFFICER REF NO: EEC-CPOP-02-01/2026**
Permanent
Branch: Technical and Vocational Education and Training
- SALARY** : R413 001 per annum (Level 08)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : Grade 12 / Matric / Level 4 Certificate. 3-year National Diploma / Degree qualification in Human Resource Management. 3-5 years' relevant experience in Human Resource environment. Computer Literacy. A valid driver's licence. Understanding and utilisation of the PERSAL system. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organizing. Communication (Good verbal and written). Flexibility. Customer care services. Report writing. Teamwork.
- DUTIES** : Supervise and Administer conditions of service and remuneration of employees. Administer Pension, Housing Allowance and Long Service benefits etc. Ensure that new employees complete contract of employment. Administer

employee leave. Ensure staff files are maintained (employment contracts, details, leave forms etc). Administer all termination requests. Administer the payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Submit reports to management as required so that they are informed of HR related matters and can take informed decisions. Ensure that all employees have completed a Declaration of Interest and a Confidentiality Agreement. Administer staff records and ensure that records are updated. Supervise and Administer Recruitment and Selection. Develop a recruitment plan. Prepare adverts and obtain approval to advertise. Co-ordinate shortlistings and Interviews. Receive request for advertisement of vacant posts in the College. Advertise all vacancies in conjunction with Managers. Ensure preparations for interviews (arrangements of interviews such as dates, venues, and invitations to candidates). Facilitate the verification of all applicants' qualifications. Compile reports for approval by Principal to appoint the suitable candidates on salary levels 2 to 8. Facilitate appointments and placements. Administer recruitment database. Manage Records for the College. Develop, review and ensure implementation of Records Management processes and systems. Administer the opening, archiving, closing and filing of files for new and existing employees. Ensure the updating of personnel files. Ensure safekeeping of Human Resource Records. Administer all records required for auditing purposes. Ensure the disposing of files in terms of the applicable legislations and approved College policy. Administer all incoming and outgoing correspondence. Administer a database of all incoming and outgoing mail. Administer register of file index on (filing system). Adhere to Department of Higher Education & Training and College policies and procedures. Manage human, financial and other resources in the unit.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : applications must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development, Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the Internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance. 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.

CLOSING DATE : 24 July 2026 at 16H00.

- POST 24/63** : **SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT REF NO: EEC-HRDP-02-01/2026**
 Permanent
 Branch: Technical And Vocational Education and Training
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
 : Ekurhuleni East TVET College
 : Grade 12 / Matric / Level 4 Certificate. 3-year National Diploma / Degree qualification in Human Resource Management. 3-5 years' relevant experience in Human Resource environment. Computer Literacy. A valid driver's licence. Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment. Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Flexibility. Customer care services. Report writing. Teamwork.
- DUTIES** : Ensure the implementation of training and development programmes. Conduct training needs analysis for the College. Conduct inductions for newly appointed employees in the College. Develop and implement training schedule. Contact service providers and negotiate best options for the College. Market training courses in the College. Plan and conduct skills audit for the College. Ensure proper arrangement of training logistics such as dates, venues and ensure submission of Portfolio of Evidence when required. Assess post - training evaluation and surveys for all courses attended. Administer a database of all trainings attended by employees and report thereof. Facilitate the development of Work Skills Plan. Develop the annual Work Skills Plan (WSP) from data collected. Establish Skill Development Committee (SDC). Communicate with SDC, relevant staff and units regarding preparation and reporting of WSP. Monitor the implementation of WSP. Report on the annual skills audit. Monitor and process any ETDP Seta claims and documentation. Establish and maintain a good relationship with ETDP Seta. Administer bursaries in the College. Advertise bursaries according to College requirements. Administer files for transfer of bursaries to and from other Colleges or institutions. Administer bursaries and bursary adjudication process. Provide secretariat support to /Human Resource Development Committee/ Bursary committee. Conduct bursary audits and respond to queries related to bursaries and compile quarterly reports for the bursaries. Ensure feedback of outcomes to applicants and their managers. Provide professional guidance and support to managers and staff regarding bursaries and career development. Ensure maintenance of bursary database. Administer bursary payments. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Develop and implement an effective and efficient PMDS and IQMS for College staff. Conduct workshops and provide assistance with the completion of PMDS and IQMS documents. Administer, Half Yearly and Annual PMDS and IQMS Assessments for College staff. Administer the PMDS and IQMS for the College. Determine training interventions and compile training schedules for staff and submit to the Principal for approval. Administer the delivery of external and in-house training as and when requested. Administer the recruitment and selection of internship and learnership programmes. Compile reports for approval of bursary applications in the College. Manage database for all PMDS, IQMS and Training matters. Administer Internship and learnership programmes. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit.
- ENQUIRIES** : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
- APPLICATIONS** : must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development, Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs, 1560.
- NOTE** : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the Internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed

Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance. 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.

- CLOSING DATE** : 24 July 2026 at 16H00.
- POST 24/64** : **STUDENT LIASON OFFICER REF NO: GSC26/2026**
(Permanent)
- SALARY** : R338 106 per annum (Level 07), (plus benefits)
- CENTRE** : Balfour Campus
- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Social Science or Education or Psychology or Relative Qualification recognise by SAQA, 1-2 Years Work Experience in Student Support Service or Teaching and Learning Environment or Related Field. Knowledge: Proven knowledge of public sector, Knowledge of TVET environment, proven Knowledge psychology, Teaching background, public services framework, public services Act, public services regulations, public management Act, Treasury regulations, Batho Pele Principle. Skills: Computer literacy (MS, Word, Excel, Ms PowerPoint), Administrative, communication and listening, Excellent project management, Confidence and energy to build rapport, Ability to prioritise, work independently and meet deadlines, flexibility to occasionally work out of hours strong eye for detail, Lecturing experience in fundamental programmes will be a requirement, good teamwork, Problem solving.
- DUTIES** : Provide student liaison services at the campus, Guide students and path their careers, Manage the induction of the students at the campus, Provide welfare support to students by liaising between stakeholder/persons, Prepare weekly support and monthly reports, Assist students as and when required, Assist with academic support plan for identified students, Guide students to make the right decision and improve their performance, Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic students matters appropriately including substance and other relevant matters, Promote regular attendance of students and monitor the attendance register, Conduct home visits when necessary and interview/counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns, support student, families by establishing and delivering absence reduction programmes, manage the fundamentals support programmes, peer educator programmes in the student support centre at campus, management of application and placement process.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- APPLICATIONS** : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040

- NOTE** : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.
- CLOSING DATE** : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
- POST 24/65** : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: GSC27/2026**
(Permanent)
Re-advert
- SALARY** : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Human Resource Management/development or Relative Qualification recognised by SAQA, 1-2 Years work Experience in Humann Resource Development Environment. Knowledge: Knowledge and understanding of PMDS and IQMS, Knowledge and understanding of coordination and facilitation of training, understanding of legislative framework governing the public services, Storage and retrieval procedures in terms of the working environment. Skills: Coordination and facilitation of training programmes, Planning and organizing, Communication, Computer Literacy, Flexibility, Customer care services, Report writing, Teamwork.
- DUTIES** : Implement all training and development programmes, Facilitate the development of work skills plan, Process any ETDP Seta claims and documents, Process bursaries in the College, Coordinate internship and Learnership Programmes, Implement performance management development system, Integrated quality management system and coordinate training for college staff, Facilitate the development of job descriptions, Formulate the employment equity plan for the college.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit

originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/66 : **PROVISIONING OFFICER: SUPPY CHAIN MANAGEMENT REF NO: GSC28/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Supply Chain Management / Logistics or Public management, 1-2 years' work experience in supply chain or Assets Management or Relevant Environment. A valid driver's licence. Knowledge: Knowledge of BAS/LOGIS system, knowledge of assets disposal procedure, knowledge and understating of legislative framework governing the public services, knowledge of assets management, knowledge of supply chain policies, knowledge of department of higher education mandate. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, customer care service, report writing, teamwork.

DUTIES : monitor and review the capturing of all physical (moveable and immoveable). Assets in the physical asset management registers (Hard Cat (IT and Furniture register). Monitor and review the allocation of assets to asset holders. Review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Administer asset management services. Assist with managing of all asset movement within the College. Supervise human resources/staff.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard

The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/67 : **CAMPUS ADMINISTRATOR PERDEKOP CAMPUS REF NO: GSC29/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Perdekop Campus
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Office Management and Technology or Public Management or Relative Qualification recognised by SAQA, 1-2 years' work experience in Administration environment. A Valid Driver's Licence Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES : Render administrative support services; Draw up a campus enrolment plan for both NCV and report 191, Gather departmental information and compile a report for A-TEAM and Campus Management, Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required, Provide other secretarial support services to campus management, Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation, college staff wellness programme at campus level, Provide procurement services; Recommend purchase requisitions to Campus Manager, Draft procurement memo. Complete requisition form, Receive goods and services, Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, Ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

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- CLOSING DATE** : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
- POST 24/68** : **MARKETING CLERK REF NO: GSC30/2026**
(Permanent)
Re-advert
- SALARY** : R237 543 per annum (Level 05), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : Grade 12 with Computer as passed Subject or NCV Level 4 Certificate in Marketing. N6 Certificate or Diploma (NQF Level 6) in Communication or Marketing or Public Relation will be an advantage, 1 year work experience in Marketing or Communication Environment will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.
- DUTIES** : Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive

preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/69 : **MARKETING CLERK REF NO: GSC31/2026**
(Permanent)
Re-advert

SALARY : R237 453 per annum (Level 05), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : Grade 12 with Computer as Passed Subject or NCV Level 4 Certificate in Marketing. N6 Certificate or Diploma (NQF Level 6) in Communication or Marketing or Public Relations will be an advantage. 1 year work experience in Marketing or Communication Environment will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

DUTIES : Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including

academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/70 : **SUPPLY CHAIN CLERK REF NO: GSC32/2026**
(Permanent)

SALARY : R237 543 per annum (Level 05), (plus benefits)
CENTRE : Balfour Campus
REQUIREMENTS : Grade 12 with Computer as a passed subject, Diploma (NQF Level 6) in Supply Chain Management or Logistic or Public Management will be an advantage. 1 year work experience in supply chain or Assets Management Environment will be an added advantage, A valid driver's licence. Knowledge: Strong administration skills. Appropriate verbal and written communication skills. Innovative thinking and problem-solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Thoroughness, honesty, integrity and willingness to work hard, coupled with work. Ability to interpret directives. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

DUTIES : Assist with rendering procurement of goods and services. Render logistical administration services. Render general administration support services including typing, filing and preparing documents for meeting. Act as secretary to the Bid Committee. Uploading specifications, quotation, invoices, till slips, motivation on ITS system.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
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Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/71 : **RECEPTIONISTS**
(Permanent)

SALARY : R201 093 per annum (Level 04), (plus benefits)
CENTRE : Standerton Campus Ref No: GSC33 /2026 (X1 Post)
Ermelo Campus Ref No: GSC34/2026 (X1 Post)

REQUIREMENTS : Grade 12 certificate with computer as a passed subject or Level 4 Certificate in Office Administration. N6 Certificate in Management Assistant will be an advantage. 1 year relevant work experience will be an added advantage. knowledge: Client orientation and Customer focus, good communication, Telephone etiquette. skills: Must be customer literate, Sound organizational skills, good people skills, Basic written communication skills.

DUTIES : Receive telephonic calls, message and channel to relevant role players, provide relevant information as required, Operate office equipment such as fax machines and photocopiers, liaise with internal and external personnel, Maintain telephone directory.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/72 : **SECURITY OFFICER REF NO: GSC35/2026**
(Permanent)

SALARY : R170 226 per annum (Level 03), (plus benefits)

CENTRE : Central office (Standerton)

REQUIREMENTS : Grade 10 Certificate (Standard 8), Basic Security Course, Basic Education and training. 1 Year experience will be an Advantage. A Valid Drivers Licence. Knowledge: Knowledge of the access control procedures, building patrols, overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribes security procedures and the authority of security officers under these documents, Knowledge on the relevant emergency procedures. Skills: Reading, Writing, Language, Operating equipment, Literacy communication (verbal and written), people management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing Ability to work under pressure, Adaptive, Confidentiality, integrity, Disciplined.

DUTIES : Perform access control functions, ensure safety in the building and the premises, Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized, Ensure 79all incidents are recorded in the occurrence books/registers

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040

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DEPARTMENT OF HOME AFFAIRS

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 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.

**CLOSING DATE**

: 24 July 2026

NOTE

: 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. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. 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); for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity, 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 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.

ERRATUM: Kindly note that the process to submit applications for the post of Senior Legal Administration Officer (MR-6) with Ref No: HRMC 43/26/3, that was advertised in Public Service Vacancy Circular 23 dated 03 July 2026, was omitted and therefore must be sent to: Applications: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or legalrecruitment@dha.gov.za. To this effect, the closing date for this post has been extended to 24 July 2026. We apologise for the inconvenience caused.

MANAGEMENT ECHELON

- POST 24/73** : **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 47/26/1**
Provincial Manager's Office
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Provincial Manager's Office: Free-State: Bloemfontein
: B Degree in Financial Management, Accounting or related field, at NQF level 7 as recognized by SAQA. 5 years' experience in Middle / Senior Managerial level is required. Extensive experience in Financial Management and Administration 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. Knowledge and application of Public Finance Management Act and Treasury Regulations. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of Supply Chain Management. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. 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 and expenditure Management. Program and project management. Financial risk management. Accountability. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Business continuity. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination of Human Resource Management and Development process and procedures in the Province. Manage identified threats and opportunities in quantity and quality of HR in line with the business (provincial) goals and models. Maintain a link and rationale for all HR activities that directly impact business success, enhancing HR's reputation and contribution in the province. Develop and execute plan for human resources in alignment with Province core values as adopted in the operational plan. Ensure identification of current and future needs of HRM processes and procedures in the Province (i.e. recruitment & selection, change management, leave and absenteeism, termination, wellness programmes, alignment of the Provincial HR Plan with the work plan, training, organisational development, and retention strategies. Lead and direct the coordination of Performance Management Development Systems' (PMDS) process that sets out performance objectives for all levels of staff within business partnering. Manage the coordination and implementation of inter Provincial Learnership Forum. Coordinate the implementation of HR operations, decentralisation and delegations for the Province. Ensure improvement on quality of decision-making and liaise with HRM&D Branch on HR related matters that have impacts on the Province. Ensure the development and implementation of Standard Operation Procedures (SOPs). Lead and direct the unit on matters emanating from HR audit, inspection, observation and risk assessment. Partner with external and business units in line with the Service Level Agreement (SLA) to ensure the attainment of long term human resource services goals (i.e. Business units, OPSC, DOL and DPSA). Manage financial administrative matters in the Provinces line with Public Finance Management Act (PFMA). Manage the coordination of IT operations in the Province. Manage and implement strategic objectives and innovation within the Directorate. Ensure service delivery improvement within the directorate. Ensure effective and efficient management

		of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mnisi Tel No: (012) 406 4238
	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or financerecruitment@dha.gov.za
<u>POST 24/74</u>	:	<u>DIRECTOR: APPLICATION PROCESSING REF NO: HRMC 47/26/2</u> Branch: Civics Services
<u>SALARY</u>	:	R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Tshwane
	:	An undergraduate qualification in Public Management, Public Administration, Operations Management or related field, at NQF level 7 as recognized by SAQA. 5 years' experience at a Middle / Senior Managerial level is required. Extensive experience in Operations Management 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. Knowledge of the Immigration Act. Knowledge of Public Finance Management Act. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. 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. Program and project management. Change management. Knowledge Management. Support with digital transformation. Service delivery Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Technical skills: Commercial skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	Manage effective operations within the application processing unit. Provide guidance and leadership to the application processing unit in the achievement of strategic and operational goals. Drive implementation of the Batho Pele Principles within the unit in all interactions with internal and external customers. Monitor performance against service level agreements and ensure service delivery to internal and external stakeholders and maintain statistical data against service level standards, bottlenecks, volumes, trends and error rates. Monitor the performance of the SLA between the Front Office and the unit and take action where required. Develop and implement quality assurance and data quality strategies and actions. Oversee the financials of the unit including accurate financial accounting, monitoring and reporting within the unit. Ensure uniform implementation of Standard Operating Procedures. Implement effective operational control measures to prevent corruption and other non-financial losses. Monitor the accurate capturing and activation of application data on the NPR and other databases. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Manage and implement strategic objectives and innovation within the Directorate. Development and Implementation of policies and procedures, directives, acts and regulations. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	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

- POST 24/75** : **DIRECTOR: FOOTPRINT DEVELOPMENT AND HOSPITAL REF NO: HRMC 47/26/3**
Branch: Operations
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
An undergraduate qualification in Operations Management, Public Administration, Management, Public Management, Social Science, Business Management, Management and Administration or related field, at NQF level 7 as recognized by SAQA. 5 Years' experience at a Middle / Senior Managerial level 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. Knowledge of the Births and Deaths Registration Act, No. 51 of 1992. Knowledge of the Identification Act, No. 68 of 1997. Knowledge and understanding of all legislations, policies and prescripts. Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA. Knowledge of policy development and government protocol. Knowledge of PFMA and Treasury Regulations. Knowledge and understanding of Preferential Policy Framework (PPFA). Knowledge of the Protection of information Act (POPIA). Knowledge of Departmental core policies, prescripts and practices. Understanding of Good Corporate Governance principles (King II). Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. 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. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective footprint development and service model across the department. Develop DHA Footprint Strategy and monitor implementation across all tiers. Manage the implementation of the Health Facilities points and delivery model. Liaise with all Province Managers to ensure the development and implementation of a comprehensive Footprint Strategy. Drive cooperation with Department of Health on DHA service delivery in hospitals and clinics. Ensure uniform, consistent and optimal Health Facilities delivery at DHA Service Points to maximise birth and death registrations and meet agreed service targets. Develop identified policies and procedures in conjunction with the Policy and Strategy unit. Coordinate and maintain the Footprint strategy, structure, policies, and quality frameworks in the department. Establish and maintain effective communication channels to enable informed decision making. Establish the reporting framework for the Front Office Footprint. Ensure that effective project management processes, procedures and standards are adhered to. Manage and implement strategic objectives and innovation within the Directorate. Develop and implementation of policy and procedure, directive acts and regulations. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms S Maswanganyi Tel No: (012) 406 4236

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za
- POST 24/76** : **DIRECTOR: MONITORING AND EVALUATION REF NO: HRMC 47/26/4**
Chief Directorate: Strategy and Institutional Performance
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Tshwane
- REQUIREMENTS** : An undergraduate qualification in Public Administration, Public Management, Management or related field at NQF level 7 as recognized by SAQA. 5 Years' experience at a Middle / Senior Managerial level 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. Understanding of Minimum Information Security Standard (MISS). Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. 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. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking and conflict management. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the Monitoring, Reporting and Evaluation on Organisational Performance. Monitor standard operating procedures, processes and service standards. Facilitate and manage quality standards for reporting. Facilitate and manage in-year and end of term reporting processes. Provision of monitoring and evaluation support to executive committees and branches. Facilitate periodic evaluations including policy legislation. Provision of statistical analysis for the DHA. Ensure the coordination and support of Monitoring and Evaluation processes and cycle according to approved policies and guidelines. Provide guidance and contribute to building Monitoring and Evaluation capacity. Monitor and create awareness of the value of Monitoring and Evaluation in the department. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Establish and maintain effective relationships with key Department units such as Internal Audit, Planning, Research so as to collaborate, share relevant information and find synergies. Establish and maintain effective relationships with stakeholders with the view to enhance the Monitoring and Evaluation Function. Analyse results and lessons learned and provide strategies for improvement of performance. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Provide strategic direction, and leadership and ensure the strategic positioning. Oversee the development and review of policies and code of practice for the Branch. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms N Raziya Tel No: (012) 406 4155
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

- POST 24/77** : **DIRECTOR: TRANSFORMATION AND GENDER REF NO: HRMC 47/26/5**
Chief Directorate: Employee Engagement
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
: An undergraduate qualification in Management Science, Human Resources Management, or related field at NQF level 7 as recognized by SAQA. Five (5) years' Middle / Senior Managerial level experience in Transformation and Gender 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. Understanding of integrated strategy for disabled people. Understanding of the National framework of gender equality. Knowledge of the Basic Conditions of Employment Act. Understanding of National Calendar of events. Understanding of Youth issues. Understanding of Public Service Transformation White Paper. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. 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. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking and conflict management. Attention to detail. Budget planning and cost control. Financial reporting. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead and direct the diversity programs and strategies in the Department. Provide direction on monitoring and evaluation of all strategies to advance equity and report to the relevant stakeholders. Provide strategic direction on national, regional and international policies, treaties/conventions guidelines. Lead and direct / monitor the implementation of the Employment Equity Act, Employment Equity Plan and all related policies to ensure equity on gender, youth, and persons with disabilities. Manage development, review and monitor the implementation of the Employment Equity Policy and Plan. Develop and monitor policies that protect and promote diversity in the workplace, as well as driving awareness programs to ensure compliance. Ensure departmental representation and participation in intergovernmental structures pertaining to transformation and gender in the public service. Ensure that the Departmental policies and practices are designed/developed to accommodate and provide equal opportunities for people from designated groups. Lead and direct equity and mainstream transformation initiatives and activities in the Department. Provide strategic direction and leadership in the Directorate. Enhance Operational Efficiency and Service Delivery. Ensure Risk and Compliance Management. Manage and monitor quality, risk, standards and practices against prescribed frameworks. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES APPLICATIONS** : Ms V Motshegoa Tel No: (012) 406 4252
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrecruitment@dha.gov.za

<u>POST 24/78</u>	:	<u>SPECIALIST: VETTING REF NO: HRMC 47/26/6</u> Branch: Counter Corruption and Security Services
<u>SALARY</u>	:	R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Tshwane An undergraduate qualification in Law or Vetting, Security Management, Public Management and Administration, or related field at NQF level 7 as recognized by SAQA. 5 Years' Middle / Senior Managerial level experience in Vetting or handling of classified information 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. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the Minimum Information Security standards (MISS). Knowledge of the National Intelligence Strategy Act. Knowledge of the Protection of Information Act. Knowledge of the Criminal Procedure Act of 1977 as amended. Understanding of investigative techniques and methodology. Knowledge of vetting and security legislation including National Key Point Act. Understanding and knowledge of risk management. Understanding of the national vetting strategy. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. 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. Program and project management. Change management. Knowledge management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Crime information management. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Business report writing. Result-orientated. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the operations and service delivery within Vetting unit to ensure efficiency to support departmental security and compliance. Oversee the entire lifecycle of a vetting process, including pre-employment checks, background investigations, and the management of sensitive information. Lead and oversee daily operations within the Vetting Unit to ensure optimal workflow and resource utilization. Monitor and evaluate service delivery performance, identifying areas for improvement and implementing corrective actions. Foster a culture of accountability, continuous improvement, and service excellence within the unit. Align all vetting activities meet departmental policies, national laws, and regulatory standards. Identify, assess, and mitigate departmental risks through thorough vetting, and contribute to the development and updating of the risk register. Oversee the execution of fieldwork investigations within the Department. Manage and oversee the pre-employment vetting process in order to mitigate the organisational risk on new recruits. Evaluate the effectiveness of controls and continuously improving vetting policies and procedures. Manage and implement strategic objectives and innovation within the Vetting unit. Manage the implementation of people management strategies, policies and procedures within Vetting Unit. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Mamphoke Tel No: (012) 406 4247 Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ccsrecruitment@dha.gov.za

OTHER POSTS

<u>POST 24/79</u>	:	<u>DEPUY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: HRMC 47/26/7</u>
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
<u>CENTRE</u>	:	Head Office: Tshwane and Cape Town (Sessional)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Political Sciences, Public Management and Administration or related field at NQF level 6 as recognized by SAQA. 3 years' experience in middle management is required. Understanding of various Portfolio and cabinet Committees. Knowledge of foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A valid drivers' license. Regular travel between Pretoria and Cape Town, particularly during Parliamentary sitting. Willingness to travel frequently and work outside normal office hours when operationally required. Ability to communicate with all levels of management. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Financial Management. Communication. Decision Making. Planning and Organising. Exceptional organisational and coordination skills. Business report writing. Strong written communication and editing skills. Computer literacy (advanced Microsoft Office Suite). Strong administrative and document management skills. Strong analytical skills. Problem-solving and conflict management. Ability to manage multiple priorities and consistently meet tight deadlines. Strong sense of accountability and ownership. Ability to work independently with minimal supervision. Attention to detail. Influencing and networking. Presentation skills. Facilitation skills. Negotiation skills. Interpersonal relations. Professionalism, discretion and integrity. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Provide support services to Parliamentary matters, portfolio selected committees and Cabinet matters. Coordinate multiple concurrent Parliamentary and Cabinet workstreams. Track deadlines across the Department and follow up with branches to ensure timely submissions. Coordinate departmental interaction with Parliamentary Committees in accordance with the Parliamentary programme. Render administrative and technical support to departmental delegations attending Parliamentary briefings and committee meetings. Manage the drafting, quality assurance and submission of departmental responses to Parliamentary questions posed to the Minister of Home Affairs. Facilitate and coordinate departmental responses to Parliamentary and Cabinet enquiries. Coordinate inputs from relevant branches and participate in the drafting and finalisation of Cabinet memoranda for Cabinet consideration. Ensure departmental compliance with all Parliamentary and Cabinet processes, policies and prescribed timeframes. Monitor the implementation of decisions taken by Cabinet, Cabinet Committees and Parliamentary Committees that are relevant to the Department. Maintain accurate tracking systems and records of Parliamentary questions, committee resolutions, Cabinet memoranda and Cabinet Committee minutes. Escalate risks or delays that may impact compliance with Parliamentary or Cabinet deadlines. Drive the implementation of the Batho Pele principles within the unit in all interactions with internal and external stakeholders. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	Head Office: Mr B Mathatho Tel No: (012) 406 4250

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or DGrecruitment@dha.gov.za
- POST 24/80** : **DISTRICT INFORMATION TECHNOLOGY OFFICER (X2 POSTS)**
- SALARY CENTRE** : R487 197 - R573 897 per annum (Level 09), (a salary package)
KwaZulu-Natal: Harry Gwala District Ref No: HRMC 47/26/8a (X1 Post)
Northern Cape: Namaqua District Ref No: HRMC 47/26/8b (X1 Post)
- REQUIREMENTS** : An undergraduate qualification in Information Technology, Computer Science, Information Systems, Information and Communication Technology, Computer Engineering at an NQF level 6 as recognised by SAQA. ITIL Foundation Certificate will be an added advantage. A minimum of 3 years’ experience in Information Technology environment is required. Experience in desktop, network, server and application support. Experience in wide range of computer systems support. Knowledge and application of the GITO Guidelines and Prescripts. Sound knowledge of Minimum Information Security Standards. Sound knowledge of the Protection of Information 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental legislation and prescripts. Knowledge of Information Technology Infrastructure Library (ITIL). A valid drivers’ license. Willingness to work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Programme and Project Management. Conflict Management and Resolution. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Team working. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising. Computer literacy. Decision Making. Report Writing. Digital transformation Skills. Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support Telkom data lines, routers, switches, firewalls, and IDS/IPS. Ensure the installation and support of Servers in the centre. Ensure officials are enrolled on BACM and provided with BACM smart cards. Support online verification scanners and fingerprint scanners used for online verification. Provide support on desktops, printers, or laptops on peripherals e.g. camera; 3M fingerprint scanner; signature pad; MDF-Scan flow printers. Maintain IT asset registers in various local offices. Facilitate disposal process of IT assets providing technical reports for redundant and obsolete items. Coordinate IT requirements (i.e. computers and all peripherals) of individual offices with Head Office. Facilitate and implement application/ system support in the district municipality. Identify and resolve problems causing disruption on the operation of the business and in the network. Ensure the implementation of effective risk and compliance in the unit. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
- 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:
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.
- POST 24/81** : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: HRMC 47/26/9**
Directorate: People Benefits
- SALARY CENTRE** : R338 106 - R398 277 per annum (Level 07), (a salary package)
Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Human Resource Management, Public Management, Public Administration at an NQF level 6 as recognised by SAQA. 2 years experience in Human Resource Management environment is required. Knowledge of the Human Resource Regulatory Framework. Knowledge of the

Public Management Framework (Acts, Regulations, and Directives). Understanding of relevant Departmental policy and prescripts. Knowledge of PERSAL. Knowledge of Performance Management and Development Systems (PMDS). A drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Customer Care and Client Services. Liaison and interpersonal skills. Problem Solving. Report Writing Skills. Influencing and Networking. Planning and Organising. Analytical Skills. Investigation skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administer and implement service benefits processes of employees in the Department. Provide advice to employees in the Department on state guarantees, housing allowance, and stop orders. Verify the registration of Housing Owners allowance on PERSAL as well as updates through Stop Orders (For both Home Owners and Tenets). Verify the implementation of withdrawal of individual employee's savings, where applicable. Provide advice to employees on Medical Aid processes and procedures. Administer and implement injury on duty process and provide feedback to employees on the status of the application. Verify the implementation of employee remunerative allowances and advise finance on payments (i.e. long service and reconciliations, danger allowance, acting in higher post, role playing allowance and relocation claims-resettlements, etc). Administer and verify the registration of approved overtime submission with name list of employees on PERSAL. Analyse and monitor state guarantees, housing allowances, and stop orders on a monthly basis. Liaise with other Departments/ Financial Institutes on the transferring of home ownership. Liaise with Finance regarding any arrears' payment/ deductions for affected employees. Administer the implementation of leave processes in the Department. Administer and implement the termination of services process. Implement effective risk and compliance management practices. Provide office administration Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: Head Office: Ms R Masemola Tel No: (012) 406 4156

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrecruitment@dha.gov.za

POST 24/82

: **CHIEF ADMINISTRATION CLERK REF NO HRMC 47/26/10**
Directorate: Permit Functional Services

SALARY

: R338 106 - R398 277 per annum (Level 07), (a salary package)

CENTRE

: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at an NQF level 6 as recognised by SAQA. A minimum of 1 Year experience as an Administration Clerk is required. Knowledge of various filing system. Knowledge of the Public Service Regulatory Framework. Knowledge of Office Administration methodologies. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Understanding of the Departmental Legislation and Prescripts. Knowledge of Supply Chain Management Process and procedures. Knowledge of Human Resources Regulatory Framework. Willingness to work extended hours. Required skills and competencies: Computer literacy. Analytic thinking, Planning and organizing. Financial Administration. Interpersonal skills. Customer focus. Verbal and written communication. Problem solving. Clerical and administration. MS Office (MS Word, Excel, Power-Point). Office administration. Financial administration. Multi-task. Result and achievement focus. Teamwork. Time Management. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Implement administration operations in the unit. Perform general administrative activities in support of the unit (filling, faxing, and copying). Draft submissions, reports, submissions, memorandums, and minutes for the unit). Conduct records and document management both manually and electronically. Arrange and co-ordinate meetings and workshops. Provide logistic support functions (make accommodation, flight and ground transport arrangements). Monitor assets and audits in the unit. Administer the budget of the unit. Perform/ assist in completing and processing subsistence claims. Keep track

of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Provide office administration services in the functional unit. Ensure innovation and service delivery within the Unit. Ensure the implementation of effective risk and compliance management practices. Administer leave arrangements and audits. Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Provide office administration Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

: Head Office: Mr S Tshabalala Tel No: (012) 406 4117
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or imsrecruitment@dha.gov.za

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	24 July 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. B 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 completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. 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 24/83</u>	:	<u>DISTRICT DIRECTOR REF NO: 3/1/1/2026/143</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Mopani District Office: Limpopo Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Project

Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (NQF level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the relevant environment. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.

DUTIES

: Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.

ENQUIRIES

: Ms DT Machoga Tel No: (015) 495 1955

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post143@dlrrd.gov.za

NOTE

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

POST 24/84

: **DIRECTOR: INFORMATION SERVICES REF NO: 3/1/1/2026/151**
Directorate: Information Services

SALARY

: R1 317 384 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)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Section 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year Bachelor's Degree in Geomatics / Surveying, or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). A valid driver's licence. Minimum of 5 years of experience at middle / senior managerial level in cadastral survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical

System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

DUTIES : Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparations of certificates of remainders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of the archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every approved cadastral document into the archive. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide hard copies and electronic images of approved cadastral documents. Provide certified copies of cadastral documents for registration purposes. Ensure that all approved documents are available to the general public via the Chief Surveyor-General webpage. Produce maps and plans from cadastral spatial information. Attend to bulk request for digital cadastral spatial information within the area of the Surveyor-Generals jurisdiction. Issue cadastral data to Professional Land Surveyors. Supply maps, aerial photographs and rectified earth imagery produced from national mapping agency. Oversee the maintenance of cadastral correspondence filing system. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the filing system. Oversee the archiving of all (correspondence / documents). Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services.

ENQUIRIES : Ms M. Kekana Tel No: (012) 312 8344
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post151@dlrrd.gov.za

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

POST 24/85 : **DIRECTOR: INFORMATION SERVICES REF NO: 3/1/1/2026/152**
 Directorate: Information Services

SALARY : R1 317 384 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)

CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Section 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year Bachelor's Degree in Geomatics / Surveying, or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). A valid driver's licence. Minimum of 5 years of experience at middle / senior managerial level in cadastral survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project

management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

DUTIES : Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparations of certificates of remainders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of the archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every approved cadastral document into the archive. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide hard copies and electronic images of approved cadastral documents. Provide certified copies of cadastral documents for registration purposes. Ensure that all approved documents are available to the general public via the Chief Surveyor-General webpage. Produce maps and plans from cadastral spatial information. Attend to bulk request for digital cadastral spatial information within the area of the Surveyor-Generals jurisdiction. Issue cadastral data to Professional Land Surveyors. Supply maps, aerial photographs and rectified earth imagery produced from national mapping agency. Oversee the maintenance of cadastral correspondence filing system. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the filing system. Oversee the archiving of all (correspondence / documents). Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services.

ENQUIRIES : Ms M. Kekana Tel No: (012) 312 8344
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post152@dlrrd.gov.za

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

OTHER POSTS

POST 24/86 : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/150**
 Directorate: Strategic Land Acquisition

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualifications (NQF Level 6). Minimum of 3 years relevant experience at junior management level. A valid driver's licence
 Job related knowledge: Land Reform: Provision of Land and Assistance Act, 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State land lease and disposal policy. Beneficiary selection and land allocation policy. Knowledge of post settlement support programmes. Knowledge of agrarian transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP) and Land reform prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Strategic management. Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination. Ability to present. Financial management. Project management. Interpersonal relations. Willingness to travel.

DUTIES : Manage the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Develop project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Coordinate the

assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Manage the selection of suitable candidates and allocation of land. Ensure quality assurance and information management services at district level. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Manage the selection process of beneficiaries for the land allocation. Link selected beneficiaries to relevant training unit. Manage land allocation process through relevant approval structures. Manage land acquisition and allocation support services within the district. Facilitate land acquisition procedures within relevant policy and programme guidelines. Provide support on land acquisition approval process through relevant structures. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Maintain the land application system / database. Maintain credible land application system / database. Provide management information report to relevant approval structures and departmental management.

ENQUIRIES : DT Machoga Tel No: (015) 495 1955 / LS Mahasha Tel No: (015) 495 1956
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post150@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White males and African, Coloured, Indian and White Females and Persons with disabilities.

POST 24/87 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/145**
 Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory level experience in human resource management environment. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. A valid driver's licence. Knowledge and experience in pension administration. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Conditions of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing. Problem solving.

DUTIES : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans

(PDPs). Consolidate provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submissions and supporting documents for advertisement. Ensure that that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the Implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances within the prescribed period.

**ENQUIRIES
APPLICATIONS**

: Ms P Dipudi Tel No: (018) 388 7138
 : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post145@dlrrd.gov.za

NOTE

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

POST 24/88

: **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/146**
 Directorate: Cadastral Information, Maintenance and Supply Services:
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

: R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Northwest (Mmabatho)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

DUTIES

: Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate

- Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES** : Mr FM Motimone Tel No: (018) 388 7230
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post146@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 24/89** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/147**
 Directorate: Examination Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES** : Ms N Malinga at (082) 640 2603
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post147@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.
- POST 24/90** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/148**
 Directorate: Cadastral Information, Maintenance and Supply Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6).

Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

ENQUIRIES : Ms BG Mtshali Tel No: (051) 448 0955
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post148@dlrrd.gov.za

NOTE : EE TARGETS: African, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.

POST 24/91 : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/149**
 Directorate: Examination Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan.

Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

ENQUIRIES : Ms N Ngubane Tel No: (033) 355 2900
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post14@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.

POST 24/92 : **SECRETARY REF NO: 3/1/1/2026/141**
Directorate: Spatial Planning and Land Use Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Limpopo (Polokwane)
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 ability. Good people skills. Computer literacy. 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 refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. 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 filing 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. Keep abreast with the procedures and process that apply in the office of the senior manager.

ENQUIRIES : Mr LS Mahasha Tel No: (015) 495 1956
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post141@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 24/93 : **REGISTRY CLERK REF NO: 3/1/1/2026/142**
Directorate: Quality Assurance and Administration

SALARY : R237 453 per annum (Level 05)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. 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. communication (verbal and written). Interpersonal relations. Ability to work within a team.

- DUTIES** : Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Ms MS Nkuna Tel No: (015) 495 1905
- NOTE** : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post142@dlrrd.gov.za
- POST 24/94** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- FINANCE CLERK REF NO: 3/1/1/2026/144**
Directorate: Financial And Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: KwaZulu Natal (Pietermaritzburg)
: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney cases etc). Send statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on the budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms T Motumi Tel No: (033) 264 9580
- NOTE** : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post144@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured 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 will take highest preference in the selection of suitable candidates.

<u>CLOSING DATE</u>	:	27 July 2026
<u>NOTE</u>	:	All applications must be submitted to the relevant Recruitment Response e-mail addresses stated below. Applicants must submit applications on the most recent Z83 form, which can be obtained on the website of any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ . The Z83 must be accompanied by a comprehensive CV (describe details of previous legal experience). Failure to submit applications in the prescribed manner, will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents inclusive of a copy of Academic Record for final year LLB students 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. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. Applicants must apply to only one (1) training centre. Should an application be submitted to more than one (1) training centre the application will be disqualified from the process. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicants' attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Documents should not be password protected, zip files will be blocked. Should the application be submitted in any of the format mentioned, such application will be disqualified and not be processed further. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please DO NOT contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, please also check your spam inbox, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) 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. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) 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.

TRAINING PROGRAM 2027/2028**OTHER POST**

<u>POST 24/95</u>	:	<u>ASPIRANT PROSECUTOR TRAINING</u> National Prosecutions Service (12 months training program)
<u>SALARY CENTRE</u>	:	R262 968 – R304 299 per annum (LP-1 to LP-2) Johannesburg (Ref No: APTJHB27) Randburg (Ref No: APTRAN27) Protea (Ref No: APTPRO27) Benoni (Vaal Rand Cluster) (Ref No: APTBEN27) Evander (Witbank Cluster) (Ref No: APTEVA27) Madadeni (Ladysmith Cluster) (Ref No: APTMAD27) Welkom (Ref No: APTWEL27)

Bloemfontein (Ref No: APTBFN27)
 Kimberley (Ref No: APTKIM27)
 Bellville (Ref No: APTBELL27)
 George (Ref No: APTGEO27)
 Klerksdorp (Ref No: APTKLE27)
 Mahwelereng (Modimolle Cluster) (Ref No: APTMOD27)
 Polokwane (Ref No: APTPLK27)
 Makhado (Thohoyandou Cluster) (Ref No: APTMAK27)
 Port Elizabeth (Ref No: APTPLZ27)
 Mthatha (Ref No: APTMTH27)

REQUIREMENTS : LLB degree or equivalent foreign qualification supported by proof of accreditation of qualifications from SAQA. Final year LLB students may apply, provided that the LLB degree will be completed before the start date of the programme. Applicants must be South African citizen. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility.

DUTIES : Successful candidates once appointed will undergo a 12-month training programme. There will be continuous assessment throughout the programme to determine competence to be appointed as a Prosecutor. Conditions: When carrying out their duties, Prosecutors are always required to comply with the Code of Conduct and observe Policy Directives as determined and issued by the National Director of Public Prosecutions. A written contract between the National Prosecuting Authority and the Aspirant Prosecutor outlining the conditions of service shall be entered into and such contract will be valid and binding between the parties. An entry examination will be written which will form part of the selection process and only candidates successful in the examination based on the criteria decided will be allowed to the next level of the selection process. Aspirant Prosecutors who successfully completed the programme may not be placed permanently or on contract as District Court Prosecutors within the centre/cluster or division where they were trained. Placement is at the discretion of the NPA at any office in the country. Where an offer of permanent placement against a vacant post is made after the training and is declined, it will be regarded as a termination of contract employment. It is anticipated that the program will commence on 1 March 2027. All successful candidates must be available to accept the offer to commence with the training programme at the start of the programme. No request to start later than the commencement date will be entertained. Applicants must be available for the full 12-month period of the training. An updated entry examination study guide is available on the NPA Website.

ENQUIRIES : Gija Maswanganyi Tel No: (012) 845 6944; Sharon Ntseo Tel No: (012) 845 6664; Pfanani Malova Tel No: (012) 845 6953

APPLICATIONS : Johannesburg e mail APTJHB27@npa.gov.za
 Randburg e mail APTRAN27@npa.gov.za
 Protea e mail APTPRO27@npa.gov.za
 Benoni (Vaal Rand Cluster) e mail APTBEN27@npa.gov.za
 Evander (Witbank Cluster) e mail APTEVA27@npa.gov.za
 Madadeni (Ladysmith Cluster) e mail APTMAD27@npa.gov.za
 Welkom e mail APTWEL27@npa.gov.za
 Bloemfontein e mail APTBFN27@npa.gov.za
 Kimberley e mail (Ref: APTKIM27@npa.gov.za)
 Bellville e mail APTBELL27@npa.gov.za
 George e mail APTGEO27@npa.gov.za
 Klerksdorp e mail APTKLE27@npa.gov.za
 Mahwelereng (Modimolle Cluster) e mail APTMOD27@npa.gov.za
 Polokwane e mail APTPLK27@npa.gov.za
 Makhado (Thohoyandou Cluster) e mail APTMAK27@npa.gov.za
 Port Elizabeth e mail APTPLZ27@npa.gov.za
 Mthatha e mail APTMTH27@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** : **National Office: Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Gauteng/Pretoria/Johannesburg:** 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.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200
- CLOSING DATE** : 24 July 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. 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 24/96** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2026/70/OCJ**
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), all-inclusive package, consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
 : Applicants should be in possession of a minimum of a three (03) years National Diploma in Security and Risk Management / equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of five (5) years' experience of which three (3) years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate or Training concluded with the registered security training service provider. The PSIRA certificate must be submitted within 3 months of appointment. Proficiency in security risk management and security design will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Knowledge and skills: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.
- DUTIES** : Manage and oversee the effective and efficient use and deployment of resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, manage security assessments, investigations and recommend measures for the Judiciary and manage the Sub Directorate
- ENQUIRIES** : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/70/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 24/97** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/71/OCJ**
 Re-advertisement, candidates who previously applied are encouraged to reapply
- SALARY** : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Applicants should be in possession of a National Diploma in Building Management/Construction Management/Project Management/Property/Real Estate Management at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years' experience in Facilities and Auxiliary services, of which one (1) year should be at supervisory level at salary level 7 or 8 / junior management level. 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: Occupational Health and Safety Act and other Building Regulations, general built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Supply Chain Management framework, Government Budget processes and procedures, report writing, project management and implementation. analytical skills, communication skills (written and verbal), computer literacy skills, research and planning skills, report writing skills, interpersonal relations and problem solving skills.

- DUTIES** : Ensure the implementation of facilities and infrastructure projects at OCJ service centres, conduct accommodation needs audit with service centres, consolidate User Assets Management Plan (UAMP) for OCJ, manage office space planning and parking allocation, ensure day-to-day maintenance function for OCJ service centres, develop maintenance plan for OCJ, coordinate and monitor maintenance services, monitor and report on the status and progress of maintenance and update Action Log, execute operations related to facilities within OCJ, ensure management of contracts within OCJ, provide support in management of expenditure within sub directorate, implement and ensure compliance to facilities polices and Standard Operating Procedures (SOP), coordinate the facilities and auxiliary services for the OCJ, compile specifications and handle inspections in the cleaning field, manage and control equipment and material register, coordinate outsourced services within the OCJ, manage resources, ensure general supervision and development of employees including training, allocate duties and perform quality control on the work delivered by officials, mentor and coach staff.
- ENQUIRIES** : Technical Related Enquiries: Mr M Masilo Tel No: (010) 493 2518
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
- APPLICATIONS** : Applications can be sent via email to 2026/71/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 24/98 : **WEBMASTER REF NO: 2026/72/OCJ**

SALARY : R487 197 – R579 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Applicants should be in possession of a National Diploma in Web Design/ Computer Science or relevant qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at supervisory level at salary level 7 or 8 / junior management level. A valid driver's license. A Postgraduate qualification in Web Design/Computer Science 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 in Azure and CRM Dynamics, knowledge and understanding of C/C++, Visual. Basic, C#, Java, XML, Angular and any BI reporting tool, knowledge of Search Engine Optimization process, adequate knowledge of relational database systems Object Ori, solid knowledge and experience in programming applications, solid understanding of how web applications work including security, session management, and best development practices, experience (UX) and client-side technologies including HTML5, CSS, PHP, jQuery and JSON and mobile frameworks, knowledge of programming language and technical terminology, good computer literacy, good communication (verbal & written) skills, presentation skills, project management skills, planning and organising skills, analytical skills, technical skills, problem solving skills and decision-making skills.

DUTIES : Maintain website content and compliance in line with standard practices, maintain the quality, design and style of the organisational website in line with the website style guide and website policy, ensure website security and data protection by implementing necessary measures and protocols, maintain web platforms Security Validation Programme and databases, monitor site traffic and resolve technical issues to optimise site performance for search engines (Google, Bing, Yahoo) and AI Harvesting, implement website troubleshooting and optimisation, keep abreast with emerging technologies/industry trends and

apply them on operations, training and activities, provide advice on new website designs and upgrade implementation, attend to all administrative duties as directed by the supervisor.

- ENQUIRIES** : Technical Related Enquiries: Mr. A Mdletshe Tel No: (011) 359 7472
HR Related Enquiries: Ms. K Mokgatlhe Tel No: (011) 359 7400
- APPLICATIONS** : Applications can be sent via email to 2026/72/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals
- POST 24/99** : **REGISTRAR REF NO: 2026/73/OCJ**
- SALARY** : R337 563 - R1 155 777 per annum (MR3-MR5). Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Johannesburg
Applicants should be in possession of an LLB degree at NQF level 8 as recognised by SAQA. A minimum of two (2) years' experience in Legal environment (certificates of service must accompany the application). MR3: LLB Degree or equivalent plus a minimum of two (2) years post qualification experience in legal environment. MR4: LLB degree or equivalent qualification plus a minimum of eight (8) years post qualification experience in a legal profession environment (certificates of service must accompany the application). MR5: LLB degree or equivalent qualification plus a minimum of 14 years post qualification experience in a legal profession environment (certificates of service must accompany the application). A valid driver's license, Superior Court or litigation experience and supervisory experience 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 Case Flow Management, knowledge of the legislative frameworks governing the public service, excellent communication skills (verbal and written), planning and organising skills, problem solving skills, numerical skills, attention to details, professionalism, strong work ethics, conflict management skills, time management and ability to work under pressure.
- DUTIES** : Process default judgments to enhance efficiency of the Court in handling of quasi-judicial functions, consider applications for default judgment (Rule 31[5]) by applying Court rules and regulations, case law, discretion and knowledge, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the Court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the Court rules, Tax bills of cost by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician, manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court rooms and Registrars supporting offices, manage the allocation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools. Maintain and update manual registers for Audit of reported Performance information, 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, address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/73/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 24/100</u>	:	<u>PRINCIPAL LIBRARIAN: CATALOGUING REF NO:2026/74/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Library and Information Science /Record Management/Information Studies or a relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in Library environment. A valid driver's license and a post graduate qualification in library and information science/studies will serve as 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 legal library environment as well as comparative research and international legal matters in South African. Knowledge of Library OPAC systems, computer Literacy (MS Office, Power point, Outlook, Word, Excel & Internet), report writing skills, research and planning skills, excellent communication skills (written and verbal) and Interpersonal relations.
<u>DUTIES</u>	:	Develop the catalogue in line with the international library standards, download the best bibliographic records from Smartport, UKM and OCLC, ensure the distribution of catalogued materials, ensure materials are easily retrieved from shelves, administer the classification of the library collection, coordinate and maintain collections relating to previous editions and non-book materials; Identify and remove reference works and serial publications from the general book collection, ensure that catalogued materials are relevant to library users' needs, update and administer previous editions, coordinate assets management within the Constitutional Court library, conduct asset verification and stocktaking of the library materials, bar code and add records to library management system and entries in the library asset register, remove outdated books from shelves, update the library system and asset register with the written off previous materials, ensure the implementation of disposal of books, attend to queries relating to unverified library materials, 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 regarding 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, attend to enquires and provide advice and guidance on asset allocation and control, develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. A. Mdletshe Tel No: (011) 359 7472 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/74/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 24/101</u>	:	<u>LIBRARY ASSISTANT REF NO:2026/75/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</u>	:	Mpumalanga Division of the High Court: Mbombela
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade twelve (12) Certificate. Relevant experience required. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification at NQF level 6 as recognised by SAQA 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 understanding of technical or professional aspects of work, knowledge of information and library systems, Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Batho Pele principles, communication skills, computer Literacy (Microsoft Office), customer services skills, interpersonal relations skills and planning skills.

DUTIES : Render library and information services to the Judiciary, internal and external clients, provide efficient and effective circulation desk services, receive and verify the library publications, process and update library publications.

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

APPLICATIONS : Applications can be sent via email to 2026/75/OCJ@judiciary.org.za

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

POST 24/102 : **DATA CAPTURER REF NO: 2026/76/OCJ**

SALARY : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of the High Court: Pretoria

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) certificate. No previous experience required. A valid driver's license will serve as 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 clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment, effective communications skills (written and verbal), good interpersonal skills, computer literacy skills, customer services, planning and organising skills, problem solving skills, analytical skills, numeric skills, flexible, motivational, able to work under pressure, meticulous and self-driven.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, keep and maintain record files, send and receive emails when requested, report all IT problems immediately to supervisor, provide information to responsible components, check all machines and microphones and fault diagnosing of the CRT machines, report faults experienced during fault diagnosing process and log queries to helpdesk, capture Court roll from Court list/books and pre-schedule the cases prior to commencement of the proceedings, record Court proceedings as per Court appearance and related annotations for the case type in session, search for postponed cases and add later recording sessions to such locations, transfer Court recordings to the site server in 15min intervals, save and scan documents as requested, ensure that all cases records/Court documents for data capturing are kept safe while in your possession, sort and distribute incoming data to be captured equally, review and validate all data from the files, open files and file and update registers and statistics.

ENQUIRIES : Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606

HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/76/OCJ@judiciary.org.za

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

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.

- 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 E-mail your application to and Advert072026@dpsa.gov.za
- CLOSING DATE** : 27 July 2026
- NOTE** : Applications are hereby invited from independent, suitably qualified and experienced professionals to serve as members of the Shared Audit and Risk Committee of the Department of Public Service and Administration (DPSA) and Centre for Public Service Innovation (CPSI). Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp .”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 24/103** : **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: DPSA 07/2026**
(Three-year contract)
Re-advertisement, candidates who applied previously must re-apply.
- SALARY** : Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with National Treasury Regulations 20.2.3. Member will be remunerated for preparation and attendance of meetings.
- CENTRE** : Pretoria
- REQUIREMENTS** : Three-year tertiary or equivalent qualification in Accounting, Auditing and Risk Management or Law. Certified Internal Auditor (CIA) or Chartered Accountant (CA) or equivalent professional qualification in relevant fields is a prerequisite for the appointment as the Shared Audit & Risk Committee Chairperson of the Department of Public Service & Administration and Centre for Public Service Innovation (CPSI). Candidates should have executive management experience in risk management, control, governance, within the public service and or Government sector for more than ten years. Knowledge and understanding of Government prescripts and processes. Experience: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, Law, and Organizational Performance Management. The applicants should be independent and knowledgeable of the status of their positions as chairperson of the Audit & Risk Committee. A knowledgeable person who keeps up to date with the developments within the Finance, Auditing, Risk Management, Legal and governance space. Departmental Values. Technical Knowledge of the

Department of Public Service and Administration, National Treasury, prescripts, regulations, and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high-risk areas. Attributes And Skills: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, ability to offer new perspective, ability to promote effective working relationships (among committee members, management, internal and external auditors).

DUTIES

: Fulfil oversight responsibilities regarding risk management, control, governance, information technology, compliance, external and internal audit, management accounts, and annual financial statements. Advise the Accounting Officer in the effective execution of his/her responsibilities. Assist in building trust and confidence in how the Department is managed. Regulate and discharge all responsibilities as contained in relevant legislation and or the Audit & Risk Committee Charter. Direct and lead the Committee and account to the Accounting Officer and relevant Executive Authority. Serve as the Chairperson for both DPSA and CPSI Audit and Risk Committee (shared). General Information: Preference will be given to applicants who are citizens of the Republic of South Africa.

ENQUIRIES

: Mr. Ernst Mogwanye Tel No: (012) 309 1074/ E-mail: ernst.mogwanye@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)** Applications: 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.
- Cape Town Regional Office** Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw
- Nelspruit Regional Office** Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. For Attention: Mr EK Nguyuzza.
- Bloemfontein Regional Office** Applications: The Regional Manager: Department of Public Works, P/Bag X 20605, Bloemfontein 9300 or Hand delivered 18 President Brand Street, Bloemfontein 9300 For Attention: Mr T Mosia or Mr. T Mofokeng
- Pretoria Regional Office** Applications: The Regional Manager: Department of Public Works and Infrastructure, Private Bag x 229, Pretoria, 0001 or hand deliver to AVN Building corner Thabo Sehume and Nana Sita Street, Pretoria. For Attention: Ms M Masubelele
- Durban Regional Office** Applications: The Regional Manager: Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- Mmabatho Regional Office** Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile

CLOSING DATE

- : 24 July 2026, time: 16H00

NOTE

- : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being

made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. NOTE: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. 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.

OTHER POSTS

POST 24/104 : **DEPUTY DIRECTOR: EPWP NATIONAL YOUTH SERVICE AND BUILDING MAINTENANCE REF NO: 2026/256**

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Mmabatho Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/ or equivalent qualification in any of the Social Sciences, Built Environment disciplines (Civil Engineering or Construction related); Training and Skills Development. Relevant years of working experience at a Junior Management /Assistant Director equivalent level in Programme and project management. A valid driver's license Knowledge of the Expanded Public Works Programme, National Youth Service (NYS) programme, Construction Industry, Labour-intensive methods of construction. Experience in implementation of Youth Development Programmes. Knowledge of the structure and function of government. Knowledge of Skills and Training processes. Knowledge of the Public Finance Management Act (PFMA) and related regulations. Good communication, training, development, business, analytical skills and writing skills. Computer literacy.

DUTIES : Management and implementation of the National Youth Service (NYS) programme at the Mmabatho Regional Office. Liaison with Project Managers to ensure that EPWP requirements have been included in contract document to contribute towards training of NYS participants and employment of general labour. Prepare specifications for inclusion in the bills of quantities and conduct recruitment. Report work opportunities and National Youth Service participants recruited. Liaison with all relevant stakeholders to ensure their buy-in and participation in the National Youth Service. Ensure reporting of EPWP NYS participants and EPWP general labour from projects implemented at the Mmabatho Regional Office. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports. Manage the sub-directorate.

ENQUIRIES APPLICATIONS : Xoliswa Letsapa Tel No: (018) 386 5390
 : For Mmabatho: Email to: RecruitMBT26-20@dpw.gov.za

POST 24/105 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/257**
 (12 Months Contract)

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

<u>CENTRE REQUIREMENTS</u>	:	Nelspruit Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Property Management or Facilities Management. Appropriate years of experience in Properties Management or Facilities Management at Junior Management level/Assistant Director Equivalent. Valid driver's license Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, Building regulations and Environment Conservation Act. Good financial and budgeting skills. Knowledge of Government Procurement System. Project management and leadership skills. Ability to work well under pressure. Computer literacy. Sound analytical with Good communication skills verbal and written.
<u>DUTIES</u>	:	The effective facilities management of Electrical, Mechanical and Building. The implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services. Ensure compliance with Occupational health and safety Act. Provide guidance on the implementation of the policy. Monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprise-provide information on current requirements and suppliers to express an interest: ensure compliance with procurement procedures and legislation: assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties: utilise state expenditure to promote emerging black enterprise. Manage unplanned maintenance. Ensure the availability of sound functional, safe and habitable structures and services. Prepare and control the budget of unplanned maintenance. Provide and co-ordinate a preventative maintenance schedule. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that services provided are value for money. The effective supervision of resources oversee the development and training of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Mathivha Tel No: (013) 753 6388
	:	For Nelspruit: Email to: RecruitNEL26-14@dpw.gov.za
<u>POST 24/106</u>	:	<u>DEPUTY DIRECTOR: ACQUISITIONS (SUPPLY CHAIN MANAGEMENT)</u> <u>REF NO: 2026/258</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Supply Chain Management/ Finance/ Procurement/ Public Management/ Public Administration/ Internal Audit and Logistics. Extensive credible experience at a Junior Management/ Assistant Director equivalent level, with appropriate functional working experience in Supply Chain Management in Acquisition Management or Contract Management and extensive experience on management of resources. Valid driver's licence at Legislative Requirements: Practical knowledge and experience on implementation of Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, CIDB strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of contract management. Key Skills: Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.
<u>DUTIES</u>	:	Develop and implement the acquisition Management systems and appropriate acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating, and awarding) for all bids in terms of SCM regulations. Ensure

proactive management and tracking of tenders and quotations for goods and services. Eligible knowledge of acquisition for REMS and Infrastructure Projects. Provide regular progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic report, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and process in Acquisition Unit.

ENQUIRIES APPLICATIONS : Mr D Gqibela Tel No: (021) 402 2315
 : For Cape Town: Email to: RecruitCPT26-64@dpw.gov.za

POST 24/107 : **DEPUTY DIRECTOR: COMPUTER AUDITS REF NO: 2026/259**

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

CENTRE REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF in level 6/National Diploma) in Auditing/Accounting/Computer Science. Certified Information Systems Audits (CISA). Practicing Information Systems Auditor with Relevant working years of experience at Junior Management/Assistant Director level. Professional Registration with the Institute for Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Driver's License. Proficiency in understanding and implementation of Government and other IT Governance Frameworks. Proficiency in the use of any programming language to conduct data analytics. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem-solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.

DUTIES : Assist the Director during the strategic planning process and with the planning of computer audit activities. Develop computer audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop computer audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor computer audit projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Provide technical and administration support to the compliance performance, financial and operational audits. Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.

ENQUIRIES APPLICATIONS : Mr. Lumphumezo Gayiya Tel No: (012) 406 1402
 : For Head Office: Email to: Recruitment26-55@dpw.gov.za

POST 24/108 : **DEPUTY DIRECTOR: INVESTIGATIONS: GOVERNANCE, RISK AND COMPLIANCE REF NO: 2026/260**

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

CENTRE REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/Degree in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Relevant years of working experience in fraud investigations at a Junior Management/Assistant Director equivalent level. A valid driver's licence. Good interpersonal, organisational and communication skills are also required. Good report writing and presentation skills. Analytical and innovative thinking abilities. Computer literacy in MS Office Software.

DUTIES : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement special forensic operations and projects, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, ensure the referral of alleged serious mismanagement of resources or unprofessional conduct to the relevant authorities, supervise, maintain and co-ordinate the forensic investigators attached to the unit.

ENQUIRIES : Mr M. Mabotja Tel No: (012) 406 1328
APPLICATIONS : For Head Office: Email to: Recruitment26-56@dpw.gov.za

POST 24/109 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY: STATUTORY COMPLIANCE-OHSA (BUILDING) REF NO: 2026/261**
Re-advertisement for PSVC 03 of 2026-applicants who previously applied are encouraged to re-apply.

SALARY : R605 742 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 06/ National Diploma) in a build environment (Civil Engineering /Construction Management/ Project Management). Relevant years of experience in a build environment field including supervisory level. (Safety Management qualification/Certificate will serve as an added advantage). Extensive knowledge of the build environment, civil services associated with infrastructure and drawing designs. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills. Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Valid driver's license. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements.

DUTIES : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Approve and ensure each contractor H & Safety plan is maintained on the construction site. Facilitate the issuance of the occupancy certificate as per the local authority/municipality. Monitor compliance on access facilities for people with disability. Provide support when the emergency arise and prepare incident report. Conduct incidents investigation and generate the report with recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct the presentations and facilitate the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to client's departments and attend internal and external meetings on OHS matters. Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.

ENQUIRIES : Mr N Mathivha Tel No: (013) 753 6303
APPLICATIONS : For Nelspruit: Email to: RecruitNEL26-15@dpw.gov.za

POST 24/110 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY: STATUTORY COMPLIANCE-OHSA (MECHANICAL) REF NO: 2026/262**

SALARY : R605 742 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 06/National Diploma) in a build environment (Mechanical). Relevant years of experience in a build environment field including supervisory level. (Safety Management qualification/Certificate will serve as an added advantage). Extensive knowledge of the build environment. Valid driver's license. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Understanding of the procedures with regard to the safe operation of the Lifts,

Boilers, Incinerators, stand-by generators and water treatment plant equipment. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements.

DUTIES : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Approve and ensure each contractor H & Safety plan is maintained on the construction site. Facilitate the issuance of the electrical certificate of compliance Ensure lifts, boilers, Incinerators, stand-by generators including water treatment plant equipment are safe without risk. Provide support when the emergency arises and prepare incident report. Conduct incidents investigation and generate the report with recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct the presentations and facilitation the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to client's departments and attend internal and external meetings on OHS matters*Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.

ENQUIRIES APPLICATIONS : Mr N Mathivha Tel No: (013) 753 6303
: For Nelspruit: Email to: RecruitNEL26-16@dpw.gov.za

POST 24/111 : **ASSISTANT DIRECTOR: ACCOUNTS RECEIVABLES REF NO: 2026/263**

SALARY CENTRE REQUIREMENTS : R487 197 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 06/National Diploma) specializing in accounting. Relevant years of experience in debt management at State Accountant level (07) in a GRAP environment. (Supervisory skills and articles will be an added advantage). Knowledge of Public Finance Management Act, National Treasury Regulations, ERP/BAS systems (SAGEX3 an advantage) and other sound Financial Management prescripts. Valid driver's license. Willingness to travel. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadlines. Team player with strong negotiation skills.

DUTIES : The successful candidate will: Assist effective management of accounts receivables as well as implementation and maintenance of debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Co-ordinate the compilation of invoices and claims based on consolidated details and calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges. Ensure that clients are billed timeously. Compile/Manage the compilation of accounts receivable reports and GRAP accounting of leases. Assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Assist in management of timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation on SAGEX3 Financial System. Report on revenue collected by the department, follow up on non-payment of invoices and assist with the management of the Debt Management team. Monitor the year end consolidation and submission of AFS inputs.

ENQUIRIES APPLICATIONS : Mr. Billy Leketi Tel No: (012) 406 1223
: For Head Office: Email to: Recruitment26-57@dpw.gov.za

POST 24/112 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS (FINANCE) REF NO: 2026/264**
Re-advertisement applicants who previously applied are encouraged to re-apply.

SALARY : R487 197 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Economics, Finance Management, Accounting, Internal Auditing, Real Estate and Business Management or equivalent. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Relevant years of experience at Supervisory level. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of municipal accounts, rates and taxes. Report writing and good communication skills, verbal and written. Organising and problem-solving abilities. Good financial, interpersonal, analytic and budgeting skills. Ability to manage stakeholders' i e municipalities, clients 'departments, landlords and private individuals. Ability to work under pressure.

DUTIES : Responsible to supervise the expenditure on properties through supervising payments of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorised expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state-owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Mr T Dubase Tel No: (051) 408 7330
APPLICATIONS : For Bloemfontein: Email to: RecruitBLOEM26-23@dpw.gov.za

POST 24/113 : **SENIOR INTERNAL AUDITOR REF NO: 2026/265**

SALARY : R413 001 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Internal Auditing or Financial Accounting and relevant working experience in Auditing. Registration with the institute of internal auditors. A valid driver's licence. Possession of an Internal Audit Technician (IAT) and or Professional Internal Audit Technician (PIAT) qualification will be an added advantage. Knowledge of Standards for Professional Practice of Internal Auditing, Treasury Regulations, the Public Finance Management Act, Institute of Internal Auditors Code of Ethics and Phases of internal audit processes. Skills: Computer literacy, Numeracy, Advanced communication (Verbal and written). Project management. Report writing. Organisation and co-ordination. Dedication. Honesty. Objectivity. Diligence. Avoid conflict of interests in performing duties. Exercise prudence with confidential information. Innovation. Adaptability. Creative. Willingness to travel and work overtime.

DUTIES : Conduct audit programme steps. Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Develop audit working papers. Develop audit findings. Undertake the administrative functions of the Regional Internal Audit section. Co-ordinate the administration of the office. Ensure adequate resources for the Office. Manage office management systems.

ENQUIRIES : Mr V Rikhotso Tel No: (012) 492 3064
APPLICATIONS : For Durban: Email to: RecruitDBN26-09@dpw.gov.za

POST 24/114 : **SENIOR STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: 2026/266**

SALARY : R413 001 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) or equivalent qualification in Accounting, Financial Management with relevant

years of experience in Accounting, coupled with extensive working experience on PFMA, Treasury Regulations, guidelines and policies applicable in government. Sound interpersonal and communication skills. Computer literacy. Multi-tasking skills. Self-driven, result-orientated and motivated. The ability to meet deadlines and accept responsibility. Extensive experience in BAS/SAGE, WCS, PERSAL, LOGIS and PMIS.

DUTIES : Report to Assistant Director: Financial Accounting. The incumbent's responsibilities shall include, among others: Monitor and control the adherence/compliance to sound accounting practices, prescribed policies and regulations governing debtors and receipts. Ensure correct allocation of revenue and journals. Compilation of inputs to Interim and Annual Financial Statements. Ensure effective management of Cashier's Office and prepare administrative reports applicable. Ensure effective and economical management of debtors and prepare various systems reconciliations. Ensure proper responses to internal and external Audit Requests/ Queries/ Findings and the implementation of audit recommendations. Ensure effective management and supervision of subordinates in area of responsibility.

ENQUIRIES : Ms. L. Mabusu Tel No: (012) 310 5929
APPLICATIONS : For Pretoria: Email to: RecruitPTA26-52@dpw.gov.za

POST 24/115 : **CHIEF WORKS MANAGER: BUILDING: FACILITIES MANAGEMENT REF NO: 2026/267**

SALARY : R413 001 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) (T/N/S streams) in Building/Civil/Quantity Surveying; Facilities Management, OR (N3 and a passed trade test in the building environment and three (03) to five (05) years technical experience in Built environment field). A valid driver's license. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Environment Conservation Act as well as Government Procurement System. Ability to plan, organize and manage resources. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills, Computer literate. Good interpersonal skills. Good budgeting and estimating skills. Willingness to travel and work irregular hours.

DUTIES : Manage day-to-day building maintenance project activities to facilitate effective project execution in terms of costs, quality and time existing State accommodation. Manage project costs, estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications sort out by the department. Assist in site handovers; first and final deliveries. Ensure compliance with OHS and National Building Regulations. Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Ensure all work executed complies with PW371 standard and specification, Budget management, render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.

ENQUIRIES : Mr M Gwanya Tel No: (051) 408 7425
APPLICATIONS : For Bloemfontein: Email to: RecruitBLOEM26-24@dpw.gov.za

POST 24/116 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 2026/268**

SALARY : R413 001 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Information Technology / Information System, Computer Systems Engineering, Computer Sciences or relevant qualification. A+ and N+ certificates with a relevant years of working experience in desktop support in a network environment. Computing, good communication, interpersonal and report writing skills. Professional, self-driven, independent individual with troubleshooting and problem-solving skills. Good understanding of MS Windows 10 -11, Microsoft 365 applications and end-user cloud services. Understanding of Unified Communications applications and support. A valid driver's licence. Skills: Excellent diagnostic and problem solving; Excellent communication ability; Outstanding organizational and time-management; Computer skills; Communication; Interpersonal. Personal Attributes: Friendly

and personable demeanour; Take ownership and responsibility; Possess the drive to learn and adaptable to change/new technologies; Punctual; Ability to work under pressure; Ability to communicate effectively with others both verbally and in writing. Willing to adapt work schedule in accordance with office requirements.

DUTIES

: Provide advanced desktop support and maintenance across Microsoft applications, business application access, and unified communications solutions. Detect, troubleshoot, and repair faults on LAN/WAN infrastructure, PCs, peripherals, network points, and software. Assist with the planning, design, and implementation of LAN/WAN infrastructure as well as desktop, laptop, and printing solutions. Provide and maintain printing services for transversal systems such as LOGIS, PERSAL, BAS, WCS, and PMIS. Manage and maintain a secure, stable, and virus-free network environment. Deliver end-user support for data backups and restoration. Monitor local area networks to ensure optimal performance. Liaise with suppliers and manufacturers to resolve end-user incidents. Install, configure, and support software and applications as required. Plan and organise the deployment of computer programs, applications and networks (Laptops, Printers, Network cabling, Audio-visual, Wi-Fi Access, Business applications etc.). Identify user requirements for acquisition and maintenance of equipment and computer programs. Include user and office infrastructure or systems requirements on annual Acquisition Plans. Receive and support service providers and technical engineers for specialised network or applications installations. Prepare and participate on migration of user profiles on newly deployed systems or applications. Install and maintain computer systems and networks to achieve the highest functionality and optimise the role of technology. Set up workstations with computers and necessary peripheral devices (routers, printers etc.). Check computer hardware to ensure functionality. replacing parts as required. Install and configure computer hardware, operating systems and applications. Identify aging hardware and software and report on the findings. Provide technical support to end-users on IT related incidents and service requests. Monitor Help Desk tickets and resolve user issues. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Create temporary user accounts and reset passwords ensuring that the correct permissions and data security are applied. Perform remote troubleshooting through diagnostic techniques and pertinent questions. Provide a reliable and stable network environment. Install and configure LAN and WAN devices. Install and configure Wi-Fi Access points. Install and Configure Wi-Fi Client on users PC's. Deploy and upgrade network servers. Monitor LAN and WAN performance and troubleshoot issues. Monitor IT inventory. Perform periodic preventative maintenance and updates. Maintain service records. Maintain records/logs of repairs and fixes and maintenance schedule. Analyse history of software or hardware issues and make recommendations to prevent future problems. Analyse service requests to identify common trends and underlying problems. Identify and suggest possible improvements on procedures. Ensure full compliance with the data protection act.

**ENQUIRIES
APPLICATIONS**

: Mr. D Gqibela Tel No: (021) 402 2315
: For Cape Town: Email to: RecruitCPT26-65@dpw.gov.za

POST 24/117

: **LEGAL ADMINISTRATION OFFICER: MR4 REF NO: 2026/273**

**SALARY
CENTRE
REQUIREMENTS**

: R403 929 per annum, (Salary will be in accordance with OSD determination)
: Head Office (Pretoria)
: A minimum of degree (LLB) with at least 5 years' appropriate post qualification legal experience or (05 years' experience as an in-house legal advisor or legal/contract administrator). Willingness to travel on an ad hoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's licence. Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage. Knowledge: Specialized knowledge of law of contracts, general administration of contracts and litigation within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State

Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. **SKILLS:** Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation, Mediation and Arbitration skills.

DUTIES : Management of the provision of general legal advisory support services to the department and Ministry. Management of all litigious matters for and against the Department and Ministry. Management of the legal advisory services on the drafting, vetting and amendment of contracts. Oversee the exploration of efficiency measures introduced. Provide general legal opinions to line function. Liaise with the office of the state attorney and consult, provide instructions, facilitate the compilation of documents in litigation cases. Consult with line function and take instructions. Management of litigation and debt files. Attend to PAIA and PAJA requests from line function.

ENQUIRIES : Ms. Shalini Roopram Tel No: (012) 406 1028
APPLICATIONS : For Head Office: Email to: Recruitment26-58@dpw.gov.za
NOTE : People with disabilities are encouraged to apply.

POST 24/118 : **PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2026/270**

SALARY : R338 106 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on Human Resource Administration. A valid driver's license (Condition of Services and Pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management, and the ability to perform under pressure.

DUTIES : Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information needed to report on Audit findings. Compile monthly reports to HR Manager.

ENQUIRIES : Mrs NS Nxumalo Tel No: (031) 314 7023
APPLICATIONS : For Durban: Email to: RecruitDBN26-10@dpw.gov.za

POST 24/119 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2026/271**

SALARY : R338 106 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6/National Diploma) in Commerce, Real Estate Management, Project Management, Business Administration/management, Asset Management. Appropriate relevant experience in Property / Immovable Asset Register Management. Experience in State Land administration and verification of immovable asset (land and buildings) or related. A valid driver's license. Effective communication skills. Good report writing skills. Computer literacy. Negotiation skills. Decision making skills. Excellent Interpersonal skills. Ability to work under pressure, high level of reliability and deadline driven.

DUTIES : Carry out the physical verification of immovable assets. Conduct and administer physical verification of immovable assets in line with IAR verification support tools. Identify and record improvements to state property in IAR. Correctly capture disposals in the IAR. Participate in vesting of land parcels and endorsement of Title Deeds provide admin support for Immovable Asset

		Register projects. Ensure the safekeeping of all project documentation. Provide administrative support services to immovable asset Register Sub-Unit
<u>ENQUIRIES</u>	:	Ms. A Segone Tel No: (051) 408 7341
<u>APPLICATIONS</u>	:	For Bloemfontein: Email to: RecruitBLOEM26-25@dpw.gov.za
<u>POST 24/120</u>	:	<u>ADMINISTRATION OFFICER: REGISTRY REF NO: 2026/272</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of tertiary qualification (NQF level 6/National Diploma) in Public Administration/ Public Management or Business Management. A candidate must have knowledge and experience of working in financial systems (Reapatala, Archibus) and relevant years of working experience in Record Management environmental and a valid driver's license. Knowledge of Pertinent Policies: Electronic document and Records Management Systems (EDRMS), National Archives and Records Service of South Africa Act (NARSA), PFMA; National Treasury Regulations, Knowledge of Minimum Information Security Standards (MISS) Act; Public Finance Management Act; Mailing procedures; Procurement processes and procedures; Inventory systems; Records Management: Human Resources policies. Competencies: Effective communication; Report writing; Basic numeracy; Computer literacy; Analytical thinking; Interpersonal relations; Client liaison; General office administrative and organizational skills, Knowledge and ability to distinguish the procurement files (Tenders and Quotations documents). Personal Attributes: Ability to work under pressure; People oriented; Hard working; Assertive; Ability to communicate at all levels.
<u>DUTIES</u>	:	Provide supervisory and administration support for registry counter services. Ensure all invoices received are captured on Reapatala system. Ensure the proper handling of incoming and outgoing correspondences. Attend to clients' queries. Provide weekly/ monthly statics and report on the capturing of invoices. Distribute notices on registry issues. Facilitates request for bulk photocopying as required. Administer an effective filing system according to record classification. Continuously monitor and assess the records management system to ensure compliance with applicable guidelines and prescripts. Ensure payment of Post Office private bag account. Facilitates and supervise registration and dispatching of mail, and ensure confidential mail is delivered unopened. Ensure that unclaimed or undeliverable letters are returned to the post office. Provide general administration, supervisory functions and performance evaluation of staff. Allocate duties and perform quality controls. Provide leadership to subordinates with regard to all aspects of work. Facilitate training and development of subordinates. Perform any other duties as per the requirements of the Unit.
<u>ENQUIRIES</u>	:	Ms P Bambela Tel No: (021) 402 2193
<u>APPLICATIONS</u>	:	For Cape Town: Email to: RecruitCPT26-66@dpw.gov.za
<u>POST 24/121</u>	:	<u>PERSONAL ASSISTANT: REGIONAL MANAGER'S OFFICE REF NO: 2026/277</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Secretarial Diploma, Office Management, Management Office, Business Administration, Public Administration / Public Management. Relevant years of working experience. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; relevant legislation; Basic financial administration. Skills: Advanced communication (verbal and written); Sound organisational skill; Good people skill; Language skills; Ability to communicate well with people at deferent levels; Basic numeracy; Interpersonal skills; Office administration and organisational skills; Planning and organising; Ability to research; Ability to act with tact and discretion. Personal attributes: People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy; Multilingual; Creative. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Regional Manager. Record the engagements of the Regional Manager. Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter. Coordinate with

and sensitises/advises the manager regarding engagements. Compiles realistic schedule of appointments. Renders administrative support services. Ensure the effective flow of information and documents to and from the office of the Regional Manager. Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the RM. Clarify instructions and notes on behalf of the RM. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. for the activities for the RM and the unit. Provide support to the Regional Manager regarding meetings. Collect and compile all necessary documents for the RM to inform him/her on the contents. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the RM as required. Coordinates logistical arrangement for meetings when required. Supports the manager with the administration of the budget. Collects and coordinates all the documents that relate to budget of the office of the RM. Assist the RM in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alert the RM of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the RM. Compares the MTEF allocation with the requested budget and informs the manager of changes.

**ENQUIRIES
APPLICATIONS**

: Mr. D Gqibela Tel No: (021) 402 2315
: For Cape Town: Email to: RecruitCPT26-67@dpw.gov.za

POST 24/122

: **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: 2026/274 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Financial Accounting or equivalent qualification with relevant years of working experience in financial reporting. A valid driver's licence and willingness to travel for official purposes. Knowledge: Public sector experience with applied knowledge of the PFMA, Treasury Regulations and GRAP/IFRS. SAGE X3 Financial System experience will be an added advantage. Skills: sound analytical, problem identification and solving skills, communication skills (written and verbal), report writing and presentation skills, analytical thinking and time management skills. Ability to work independently and in a team, computer literacy with Excel skills. Ability to meet deadlines.

DUTIES

: Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on assets, accruals, provisions, other liabilities and leases). Assist in preparing and consolidating workings, preparing disclosure notes and supporting workings for journals relating to financial reporting. Processing of journals on financial system. Ensure that workings are compliant with GRAP standards. Perform and manage administrative related functions as required by the unit. Support the Assistant Director in financial reporting tasks.

**ENQUIRIES
APPLICATIONS**

: Mr. Leonard Chiloane Tel No: (012) 406 1810
: For Head Office: Email to: Recruitment26-59@dpw.gov.za

POST 24/123

: **STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: 2026/275 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/ Bachelor's Degree specializing in Accounting. Job related knowledge: Knowledge of Standard of Generally Recognized Accounting Practice, Public Financial Management Act, Treasury Regulations and other sound Financial Management prescripts. Job related skills: Good interpersonal relations, Time management skills, Computer literacy in Microsoft excel and word, Good written and verbal communication skills, Organizing and office administration skills, good data analysis and report interpretation skills. Ability to work under pressure and deliver to tight deadlines. Ability to develop solutions to a variety of problems and interpretation in line with guidelines and departmental policies.

- (The Knowledge of ERP systems and Supervisory skills will be an added advantage).
- DUTIES** : The successful candidate will: Capture and process fully supported invoices/invoices and receipts on SAGE. Compile accurate claims/invoices and issued to the client departments. Ensure that claims are issued timeously to the client departments and entities. Recover outstanding money from clients. Perform reconciliation of the client accounts and clear exceptions. Checking and controlling age analysis and clear suspense accounts. Render support to the management of the unit. Respond to all audit information requests in the directorate and gather information to resolve the audit queries. Liaise with Regions to resolve internal queries and queries from Debtors. Safeguard the Unit's transaction documents. Submit AR related inputs for Annual and Interim Financial Statements consolidation. Prepare accurate adjustment and year end journals correctly classified in line with GRAP.
- ENQUIRIES** : Ms. Beauty Chiloane Tel No: (012) 406 1257
APPLICATIONS : For Head Office: Email to: Recruitment26-60@dpw.gov.za
- POST 24/124** : **DRIVER: CLEANING SERVICES REF NO: 2026/276**
- SALARY** : R201 093 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of Grade 10 or equivalent appropriate qualification as recognised by SAQA. Valid driver's licence. Knowledge: Minimum Information Security Standard (MISS) Act; basic literacy; basic numeracy. The National Road Traffic Act Regulations. Skills: Effective communication (verbal or written); interpersonal relations; planning of work processes; time management; driving skills. Personal Attributes: Hard working, trustworthy; punctuality, accuracy; polite; helpful. Honesty flexibility. (Professional Driving Permit (PDP) will be used as an added advantage).
- DUTIES** : Transport Work Teams, Materials and Equipment: Transport work teams, material and equipment to various Magistrate Courts. Complete vehicle logbooks and trip authorization documentation. Pick up and drop off employees as assigned. Verify materials loaded onto the vehicle before departure. Assist with loading and unloading of materials and equipment. Ensure vehicles are not overloaded. Follow delivery schedules to ensure timely transportation. Perform Driver-Related Services. Transport departmental officials, clients and visitors as required. Maintain professional conduct and interaction with all stakeholders. Receive documents and items for transportation and ensure their safe delivery. Complete transport schedules and maintain accurate trip records. Maintain and Care for Assigned Vehicles Conduct daily vehicle inspection at the beginning of each shift. Ensure vehicles are clean, safe and properly maintained. Report vehicle defects, repair requirements, accidents, injuries and damage promptly. Operate vehicles in accordance with road traffic regulations and departmental policies. Maintain accurate records of vehicle usage and movement.
- ENQUIRIES** : Ms. N Nkonyana Tel No: (051) 408 7353
APPLICATIONS : For Bloemfontein: Email to: RecruitBLOEM26-26@dpw.gov.za
- POST 24/125** : **DRIVER/MESSENGER: PROVISIONING AND LOGISTICS REF NO: 2026/277**
- SALARY** : R201 093 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Minimum of Grade 10 or equivalent appropriate qualification as recognised by SAQA. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies and Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city district in which the functions will be performed.
- DUTIES** : Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Render a driver service including driving light and medium motor vehicles to transport passengers, performing routine maintenance on the allocated vehicle. Sort mail, files, documents and parcels.

Render delivery services. Ensure that items to collect are sealed and addressed. Deliver mail, files, documents and parcels to addressees. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents. Render auxiliary administrative support as required. Support the security profile of the office. Support registry related activities. Support operator related activities.

**ENQUIRIES
APPLICATIONS**

: Ms K Moko Tel No: (021) 402 2296
: For Cape Town: Email to: RecruitCPT26-68@dpw.gov.za

POST 24/126

: **GROUNDMAN REF NO: 2026/278**

**SALARY
CENTRE
REQUIREMENTS**

: R144 024 per annum
: Bloemfontein Regional Office (Kestell Magistrate Court)
: A minimum of ABET level 04/Grade 09. No experience required. A minimum of Grade 10. Good interpersonal skills. Knowledge: Knowledge of Garden maintenance practices Operating horticultural equipment Occupational health and safety Skills. Operation of machinery, Interpersonal skills, Basic literacy, technical skills, Planning and organising, Accuracy, Effective communication.

DUTIES

: Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed free cultivated and well maintained; Pruning dead flower heads of plants in bed, fertilizing lawn and plant beds; Planting of new mother stock material in the area; Assisting in plant propagation area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.

**ENQUIRIES
APPLICATIONS**

: Ms N Nketsha Tel No: (051) 408 7345
: For Bloemfontein: Email to: RecruitBLOEM26-27@dpw.gov.za

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>CLOSING DATE</u>	:	24 July 2026
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

<u>POST 24/127</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2026/12</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A three year Bachelor's degree in Accounting or Financial Management or equivalent qualification at NQF level 7 plus 5 years' experience at junior management/Assistant Director level with relevant experience in the financial field. A valid driver's licence. Core competencies: Strategic Capacity and leadership, Financial Management, Programme and Project Management; change management. Process Competencies: Knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP), Basic Accounting System (BAS), PERSAL system, General ledger reconciliation and analysis, compilation of financial statements, revenue management and debtors control and creditors payments.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the financial planning, budgeting and reporting processes of the Department; Ensure submission of credible budget inputs to National Treasury in respect of MTEF, AENE, ENE, Cash Flow and Application Roll-overs; Manage Cash Flow Projections/Monthly Drawings and ensure submission to National Treasury; Participate in the Functional Group/Cluster meetings arranged by National Treasury; Convene Departmental Budget Committee meetings; Manage, update and maintain department's budget; Make costing and funding related presentations to Budget Committee and departmental governance structures, Department's Oversight Committees and other agencies and organisations as needed; Conduct research necessary to prepare forecasts of future

financial/business conditions using multiple scenarios, review trends impacting the department; Perform cost-benefit analysis as required to assist making management decisions; Ensure compliance, implementation and maintenance of PFMA, Treasury Regulations, Instruction Notes and other financial prescripts. Coordinate the revision of policies, internal controls and improved processes: Monitor the policy and legislative framework to ensure that cognisance is taken to new developments; Develop and maintain policies and processes in line with applicable prescripts and ensure alignment with Department's strategic objective; Review efficiency and effectiveness of systems of internal controls within the Department in order to improve the integrity of financial information; Monitor compliance with financial prescripts; Evaluate strategies and processes in order to continually improve them. Monitor and manage the expenditure account: Analyse monthly department costing, funding and budgeting reports to maintain expenditure controls; Consult with Programme Managers to ensure that budget adjustments are made in accordance with policies and procedures; Monitor spending patterns and implement measures to promote adherence to budgets; Prepare monthly reports on over expenditure and under expenditure (in-year monitoring management reports); Conduct cost-benefit analysis to compare operating programmes; Monitor compliance, implementation and maintenance of PFMA, Treasury Regulations and other financial prescripts. Implement measures for improving audit outcomes and risk management: Assist in the development and monitoring of the audit action plan; Report progress on the audit plan; Review of audit files and Annual Financial Statements to ensure compliance with GRAP; Manage request for Information (RFIs) and submission of audit evidence to AGSA; Manage and resolve audit queries; Reduce exposure to risk through corporate governance; Assess risks of the sub-directorate and update the risk register; Provide oversight in the compliance to the PFMA, Treasury Regulations, departmental policies and internal control procedures; Control documentation and safeguard source documents; Management of Basic Accounting System and month end closure and financial year end processes. Manage the sub-directorate financial planning, budgeting and reporting. The successful candidate will also support the National House of Traditional & Khoi-San Leaders.

- ENQUIRIES** : Mr L Motlhabedi Tel No: (012) 065-3440
- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202612@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- NOTE** : Youth and Persons with disabilities are encouraged to apply.
- POST 24/128** : **DEPUTY DIRECTOR: RISK MANAGER REF NO: 2026/13**
Office of the Director-General: Chief Directorate
(12 months contract post)
- SALARY** : R932 292 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid driver's license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage the business continuity function of the Department.

ENQUIRIES APPLICATIONS : Mr V Monene Tel No: (012) 065 3420
 : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202613@coqta.gov.za

FOR ATTENTION NOTE : Director: Human Resource Management
 : Youth and Persons with disabilities are encouraged to apply.

POST 24/129 : **DEPUTY DIRECTOR: INSTITUTIONAL DEVELOPMENT REF NO: 2026/14**
 Institutional Support & Coordination

SALARY : R932 292 per annum (Level 11), (an all-inclusive remuneration). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Pretoria
 : Bachelor's Degree or equivalent qualification in Political Studies/Public Administration or Development Studies or equivalent qualification at NQF level 7. Five years experience at junior management (Assistant Director level) with relevant experience in traditional affairs, stakeholder management, policy analysis A valid driver's licence. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Knowledge of traditional affairs sector, government systems and processes, Monitoring and evaluation techniques, Stakeholder management, Policy analysis and implementation, Report writing and presentation skills.

DUTIES : The successful candidate will perform the following duties: Develop, review and implement institutional development strategies, guidelines, frameworks and support mechanisms for the institution of Traditional and Khoi-San leadership. Monitor implementation of institutional development interventions and support programmes for Traditional and Khoi-San leadership structures. Facilitate stakeholder engagements and partnerships in support of institutional development programmes. Provide support and monitor functionality of Traditional and Khoi-San structures. Manage human resources in sub-directorate and provide support in management of financial resources. Support Traditional Affairs projects.

ENQUIRIES APPLICATIONS : Ms A Tshivhase-Kharibe Tel No: (012) 065 3487
 : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202614@coqta.gov.za

FOR ATTENTION NOTE : Director: Human Resource Management
 : Youth and Persons with disabilities are encouraged to apply.

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.



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	27 July 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 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 and for all shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. 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. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. 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 disclose particulars of all registrable financial interests and 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 . Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

closing date listed and closing time of 12h00 (MIDDAY) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (MIDDAY) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

OTHER POST

- POST 24/130** : **ASSISTANT DIRECTOR: BUSINESS PROCESSES REF NO: S081/2026**
Division: Office of The Director-General (ODG)
Re-Advertisement, Applicants who applied previously must re-apply
Purpose: To develop, review, evaluate, maintain and align business processes and related policies and procedures.
- SALARY** : R487 197 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Business Administration or Public Administration or Business Analysis or Information Management or Computer Science. A certification in business process mapping or re-engineering as an added advantage. A minimum 3 years' experience obtained in a business process mapping and business analysis environment. Knowledge and experience in modelling applications, e.g. Case Wise, scenario testing techniques.
- DUTIES** : Develop Business Processes: Develop and maintain existing business processes and procedures based on process studies, best practices and analysis of information verified with relevant stakeholders. Review policies and changes in the operational environment and suggest enhancements. Align the "how-to" guides with current environments and maintain the e-learning sites. Identify and harvest knowledge assets within Business Units and ensure alignment of knowledge management processes. Administration and Awareness: Assist with maintenance of process mapping and procedural related work. Compile progress reports and action logs for execution. Assist with projects that involve business process mapping work. Conduct interactive engagements with stakeholders to align business processes and procedures, and the implemented thereof. Prepare presentation and conduct workshops and awareness sessions. Stakeholder Engagement: Conduct research into best practices that are applicable to stakeholder requirements. Gather information during workshops and advise during feedback sessions on gaps and the remedial ways for implementation. Conduct training sessions on business processes, procedures and related tools for relevant stakeholders. Business Process Governance, Improvement and Compliance: Review and improve business processes to enhance operational efficiency, consistency and effectiveness. Monitor alignment of business processes with approved policies, procedures, standards and governance requirements. Identify process gaps, duplication and inefficiencies, and recommend corrective and improvement actions. Support the standardisation, implementation and continuous improvement of business processes and related controls. Compile reports on process compliance, risks, improvement initiatives and implementation progress.
- 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** : 24 July 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 documents, 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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.
- ERRATUM:** Kindly take note that the post of Environmental Officer: Specialized Production with Ref No: 170726/02, which was advertised in Public Service Vacancy Circular 23 dated 03 July 2026 with a closing date of 17 July 2026, has been withdrawn.

OTHER POSTS

- POST 24/131** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 240726/01**
Branch: Infrastructure Management: Head Office
Cd: Infrastructure Development
Dir: Capital Projects
- SALARY CENTRE REQUIREMENTS** : R958 776 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: A Bachelor of Technology (BTech) in Civil Engineering as recognised by SAQA. A minimum of six (6) years' post-qualification experience as an Engineering Technologist/Technician. Compulsory registration with ECSA as a Professional Engineering Technologist. The disclosure of a valid Code EB unexpired driver's licence (except for persons with disabilities). Demonstrated experience in providing technological advisory services, including the evaluation and quality assurance of technical designs, drawings, and specifications, and making recommendations for approval by the relevant authority. Experience in planning and providing technological and/or technical support to engineers on

water related infrastructures. Proven practical experience in mentoring graduate interns and facilitating training and development. Understanding of ECSA professional mentorship requirements will be an added advantage. Sound knowledge of contract administration and project management, with proven ability to interpret and review technical drawings and designs. Understanding of public sector procurement processes and financial planning and management principles. Knowledge of applicable legislation, including the National Water Act, Water Services Act, environmental legislation, and the Public Finance Management Act (PFMA). Familiarity with standard forms of contract used in infrastructure projects. Strong communication, conflict management, dispute resolution, and negotiation skills. Computer literacy, including proficiency in MS Office programmes and MS Project. Experience with design software such as AutoCAD Civil 3D will be an added advantage. Willingness and ability to mentor and guide candidates towards professional registration. registrations.

DUTIES : Provide and manage specialised technological advisory services, ensuring adherence to and promotion of safety standards in line with statutory requirements, while effectively managing administrative and related functions. Mentor graduate interns and demonstrate willingness to be registered as a mentor with ECSA. Supervise and manage technological personnel and associated resources. Monitor and oversee the evaluation of engineering designs and drawings to ensure compliance with required standards, specifications, and best practice. Technical and financial reporting. Interfacing with relevant Departmental Divisions. Apply established engineering techniques and procedures to resolve broadly defined engineering challenges. Contribute to the coordination, compilation, and structuring of tender documentation in line with CIDB Best Practice Guidelines, including the development of specifications for works. Support contract administration and project management functions. Liaise with relevant bodies and councils on engineering-related matters. Maintain effective stakeholder relationships and support project implementation objectives. Participate in continuous professional development to remain current with evolving technologies, standards, and best practices in civil engineering infrastructure delivery.

ENQUIRIES : Mr A Bhasopo Tel No: (012) 336 8962

POST 24/132 : **HR INFORMATION SYSTEM CONTROLLER REF NO: 240726/02**
 Branch: Corporate Support Services
 Cd: Human Resource Management
 Dir: Human Resource Administration Services
 Re-advertisement, applicants who have previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
 : Pretoria Head Office
 An NQF level 6 in Human Resource Management / Finance or relevant qualification. Two (2) years' experience in HR Information Systems transacting on PERSAL. The disclosure of a valid unexpired driver's license. PERSAL Training, including Introduction to PERSAL and Establishment courses. Good computer literacy in Ms Word, Excel and Outlook. Knowledge of HR legislations. Knowledge in policy implementation, monitoring and evaluation principles. Good communication skills both (verbal and written). Good problem solving and analysis. Pay attention to detail. Understanding of maintaining confidentiality on information. Understand cultural awareness. Be flexible and initiative.

DUTIES : Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users' jobs and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from PERSAL and Vulindlela. Co-ordinating PERSAL Training and provide assistance to PERSAL users. Maintain the PERSAL staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).

ENQUIRIES : Mr Ronald Mudau Tel No: (012) 336 7777

<u>POST 24/133</u>	:	<u>FINANCE CLERK PRODUCTION (X7 POSTS)</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Tzaneen Ref No: 240726/03 (X2 Posts)
	:	Hartbeespoort Ref No: 240726/04 (X3 Posts)
	:	Groblersdal Ref No: 240726/05 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate with accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DORA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.
<u>DUTIES</u>	:	Compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend to payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.
<u>ENQUIRIES</u>	:	Mr D Kgokane at (087) 943 3719 Hartbeespoort Mr D Maswanganye Tel No: (015) 307 8600 Tzaneen Mr. J Masangu Tel No: (015) 262 6800 Groblersdal
<u>NOTE</u>	:	Two (2) posts are targeted for persons with disability.
<u>POST 24/134</u>	:	<u>SUPPLY CHAIN CLERK PRODUCTION (X5 POSTS)</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Hartbeespoort Area Offices Ref No: 240726/06 (X3 Posts)
	:	Tzaneen Ref No: 240726/07 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. Basic knowledge of supply chain management, practices as well as the ability to capture data and operate computer. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of the legislative framework. Governing the public service. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Contractors database updated and well maintained. Orders placed accordingly. Render logistical support services. Place orders of goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers. Orders well placed. Keep filing records up to date. Electronic filing system updated accordingly.
<u>ENQUIRIES</u>	:	Mr D Kgokane at (087) 943 3719 Hartbeespoort Mr D Maswanganye Tel No: (015) 307 8600 Tzaneen
<u>NOTE</u>	:	One (1) post is targeted for a person with disability.

- POST 24/135** : **SECURITY OFFICER (SHIFTS WORK) REF NO: 240726/08 (X2 POSTS)**
 Branch: Corporate Support Services
 Dir: Security Management
- SALARY** : R170 226 per annum (Level 03)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior/Grade 12 (Matric) at NQF level 4. A valid Grade C Security Training Course Certificate. and a valid Grade C PSIRA Certificate. One (1) to (2) two years' experience in the field of security will serve as an added advantage. Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MISS, MPSS, Protection of Information Act, etc). Knowledge of the relevant emergency procedures. Report writing skills. Able to work under pressure. Able to work long hours and shifts. Investigation and riot control skills. Effective communication skills. First aid and fire prevention competencies. Searching and evacuations skills.
- DUTIES** : Perform access control functions. Ensure safety in the building and premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Ensure that all incidents are recorded in the occurrence book/registers. Operate control from room security equipment. The successful candidate will be required to work shifts, including night shifts, weekends, and public holidays.
- ENQUIRIES** : Mr M Buys Tel No: (012) 336 8321
- POST 24/136** : **GOUNDSMAN REF NO: 240726/09**
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern
- SALARY** : R144 024 per annum (Level 02)
CENTRE : Voelvlei Scheme (Western Cape)
REQUIREMENTS : An ABET certificate or relevant qualification. Zero to one year working experience. Added years of experience in performing manual work will be an added advantage. The following knowledge and competencies are required: Knowledge of working on various general work and handling equipment and appliances. Knowledge of gardening equipment including lawn care process and competencies are required (pruning and trimming process and techniques). Knowledge of chemical use (dilution/mix) and chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be able to work in or near rivers, dams, and canals, and in confined spaces. Must be able and willing to assist other schemes and maintenance teams when needed. Must be punctual, productive, and loyal. Good communication and interpersonal relations.
- DUTIES** : Cut vegetation and apply herbicide. Cut trees & grass at toe level on embankments. clear weeds and sand at bridges, channels and suppers. Clear sand traps and long weirs. Remove debris inlets-outlets structure. Inspect and repair fences. Clear canal culverts. Fill & compact potholes on access road. Fill and compact holes on embankments. Remove debris deposits inside canal. Clean equipment. Remove all waste according to procedures. Clean glass and plastic ware according to procedures. Maintain accurate records, such as job cards and equipment repair logs. Stock taking of cleaning materials. Requesting cleaning materials as and when needed. Clean storerooms, kitchen, offices, corridors, and boardrooms any other environment allocated for cleaning. Emptying waste bins. Prepare boardrooms for meetings. Arrange crockery, utensils and cutlery required during meetings. Wash and keep stock of crockery, utensils, and cutlery. Fill and refill drinking water containers. Clean rest rooms. Refill hand wash liquid and toilet papers. Report broken machines and equipment.
- ENQUIRIES** : Ms LCB Magalie Tel No: (023) 232 0426

POST 24/137 : **GROUNDSMAN REF NO: REF NO: 240726/10 (X3 POSTS)**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R144 024 per annum (Level 02)
CENTRE : Orange Vaal Free State: Bloemhof Dam
REQUIREMENTS : An ABET Certificate or relevant qualification. Must be able to read and write. Zero (0) to one (1) years of experience. Good interpersonal and communication skills, self-motivated and willingness to work, Ability to work under supervision, independently and in a team. Work overtime when necessary. Knowledge of gardening equipment and appliance. Knowledge of lawn care process. Knowledge of pruning and trimming process and techniques. Knowledge of the Occupational Health and Safety Act. Knowledge of chemical use. Knowledge of maintenance procedures for efficient machines.

DUTIES : Perform routine relating to the maintenance of the structures and construction work. Move and load heavy equipment on government water scheme. Clean and maintain grounds and repair tools and structures such buildings fences and benches using hand and power tools. Do maintenance in the garden and other structures e.g. Dam wall, cutting grass, trimming trees, cleaning. Mix spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and trees spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults. Provide proper upkeep of sidewalks, driveways, parking lots fountains, planters and other ground features. Maintain existing grounds/ gardens by caring for sod, plants and trees.

ENQUIRIES : Mr. HS Van der Westhuizen Tel No: (051) 405 9000
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

APPLICATIONS

- : Applications can be submitted via hand delivery/courier to:
- Alfred Nzo District Office** - Hand deliver/courier to: Human Resource Office, Alfred Nzo District Office, 81 Murray Street, Kokstad, 4700. Enquiries: Mr K Praim Tel No: (039) 797 6070.
- Amathole District Office:** Hand deliver/courier to: Human Resource Office, Amathole Health District, 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms S Njokweni Tel No: (043) 707 6748.
- Buffalo City Metro District Office:** Hand deliver/courier to: Human Resource Office, Buffalo City Metro District Office, Old Building BKB, No 79 Fitzpatrick Road, Quigney, East London 5200. Enquires: Ms S Magoloti Tel No: (043) 708 1720.
- Frere Tertiary Hospital:** Hand deliver/courier to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532
- Lilitha College of Nursing:** Hand deliver/courier to: Human Resource Office, Room 43, 2nd floor, Human Resource Office, Lilitha College of Nursing, East London, 5200. Enquiries: Ms P Mene Tel No: (043) 700 9717/26.
- Chris Hani District Office:** Hand deliver/courier to: Human Resource Office, Chris Hani District Office, Ward F, Queenstown, 5320. Enquiries: Mr S Magxiva Tel No: (045) 8071110/1101.
- Joe Gqabi District Office:** Hand deliver/courier to: Human Resource Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr. J.S Ndzinde Tel No: (051) 633 9631.
- Nelson Mandela Metro Office:** Hand deliver/courier to: Human Resource Office, Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Gqeberha, 6057. Enquiries: Ms P Makulumu Tel No: (041) 391 8164.
- Livingstone Tertiary Hospital:** Post to: Recruitment & Selection Section, Private Bag x, Korsten, Gqeberha, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten, Gqeberha, 6001. Enquiries: Ms L Mabanga Tel No: (041) 405 2348
- OR Tambo District Office:** Hand deliver/courier to: Human Resource Office, OR Tambo Health District Office, 70 Blackway Street, Mthatha, 5099. Enquiries: Ms A Sokutu Tel No: (047) 502 9000.
- Nelson Mandela Academic Hospital:** Hand deliver/courier to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha, 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469.
- Sarah Baartman District Office:** Hand deliver/courier to: Human Resource Office, Sarah Baartman Health District, No 66 Ring Road Road, Fairview Office Park, Greenacres, Gqeberha, 6057. Enquiries: Ms T Sompontsha at 071 867 8865.

CLOSING DATE

: 24 July 2026

NOTE

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 24/138 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: ECHEALTH/DPM/FRH/APL/01/07/2026**

SALARY : R1 297 089 – R1 395 528 per annum, (OSD), (all-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE REQUIREMENTS : Buffalo City Metro, Frere Tertiary Hospital
: B.Pharm or equivalent qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. A minimum of 7 years appropriate experience after registration as a Pharmacist with the SAPC of which three (3) years of experience as a Pharmacist Supervisor/Assistant Manager (or performing the functions) in the pharmaceutical environment. Registration with the SAPC as a Pharmacist A good understanding of relevant legislation. National Drug Policy, the essential Drugs programme, Public finance Management Act (PFMA), Medicines and related Substances Act and Pharmacy Act. Sound leadership, analytic and computer proficiency Good warehousing practice and pharmacy practice. Extensive knowledge of pharmaceutical services' approaches. Sound knowledge and understanding of the mandate of the Medical supplies Depot. Knowledge and understanding of the legislative prescripts governing the public service. Knowledge and skilled in managing quality improvement programmes. Must be achievement-driven and self-motivated. Be available to be a responsible pharmacist when required. Good verbal, written communication and presentation skills. Good in team building and problem solving. A valid driver's licence.

DUTIES : To perform the duties of the warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in depot. Coordinate training programmes for pharmacy assistants. Pharmacist interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacist assistants. Maintain discipline and deal with grievances and labour relations systems. Compiling report for submission to warehouse management on monthly and quarterly basis.

ENQUIRIES APPLICATIONS : Ms N Mthitshana Tel No: (043) 709 2487/2532
: can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

POST 24/139 : **PN-D4 VICE PRINCIPAL OF NURSING COLLEGE (SINGLE NURSING COLLEGE) REF NO: ECHEALTH/VCP SC/LCN/ES/01/07/2026**

SALARY : R1 069 215 – R1 219 323 per annum, (OSD), (all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE REQUIREMENTS : Lilitha College of Nursing, East London Campus
: National Senior Certificate, NQF Level 7 as recognised by SAQA in Nursing, NQF Level 8 as recognised by SAQA in Education and Management and NQF Level 9 as recognised by SAQA in Health Sciences. A minimum of 10 years appropriate/ recognizable nursing experience after registration as a Professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year Post Basic Qualification. Knowledge of Public Service Administration acts and legislation such as National Health Act, CHE, SAQA, NQF, Nursing Act, rules and regulations, colleges policies and Labour Relations Act. Excellent communication, interpersonal and leadership skills, report writing skills, facilitation skills, liaison

<u>DUTIES</u>	:	skills, presentation skills, management skills, analytical skills, motivation skills and research skills. Advanced computer literacy and a valid driver's licence.
	:	Manage implementation of clinical and theoretical academic content at Campus and sub-campus level. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor community-based education (CBE) and work-intergrated learning (WIL) at campus and sub-campus. Ensure a conducive Teaching and Learning environments for academics, students and clinical facilitators and provide seamless support across all platforms. Facilitate effective and efficient implementation of college policies in all disciplines. Oversee clinical allocation of learners in the identified and approved clinical facilities for all the relevant disciplines. Monitor compliance with to set standard as laid down by SANC, CHE, DHET & SAQA. Ensure continuous staff capacity building to promote academic excellence excellent. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning.
<u>ENQUIRIES</u>	:	Ms P Mene Tel No: (043) 700 9717/26
<u>APPLICATIONS</u>	:	must be submitted electronically via email to: Patricia.Mene@ehealth.gov.za
<u>POST 24/140</u>	:	<u>SOCIAL WORK MANAGER GRADE 1 REF NO: ECHEALTH/SWM/FRH/APR/01/07/2026</u>
<u>SALARY</u>	:	R1 009 512 – R1 154 271 per annum, (OSD), (all-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, Appropriate qualification (Degree in Social Work) that allows registration with SACSSP. A minimum of 10 years' appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP of which 3-5 years should be at a Social Work Supervisory level. Registration with SACSSP as Social Worker. Competencies: Strategic Capacity and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication and Advanced Computer Literacy. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports. A valid South African drivers' license is a prerequisite.
<u>DUTIES</u>	:	Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Management and support to Developmental Social Welfare Services Programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex

social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532
APPLICATIONS : can be submitted electronically via email to:
Noluthando.Mthitshana@echealth.gov.za

POST 24/141 : **ASSISTANT MANAGER NURSING SPECIALTY (TRAUMA) REF NO: ECHEALTH/AMN-TRAM/ARP/NTSG/01/07/2026**

SALARY : R785 568 – R884 940 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in the relevant speciality. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348
APPLICATIONS : can be submitted electronically via email to: Noms.Tsotsobe@echealth.gov.za

POST 24/142 : **ASSISTANT MANAGER NURSING SPECIALTY (ONCOLOGY) REF NO: ECHEALTH/AMN-ONC/NMAH/ARP/01/07/2026**

SALARY : R785 568 – R884 940 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Oncology Nursing Science. Registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative's framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of

practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469
APPLICATIONS : must be submitted electronically via email to:
Nozidumo.Calaza@ehealth.gov.za

POST 24/143 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/ANZODO/NHI/01/07/2026 (X3 POSTS)
 (1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
 Grade 2: R844 128 – R935 049 per annum, (OSD)
 Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE : Alfred Nzo District
REQUIREMENTS : Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor.

DUTIES : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES : Mr K Praim Tel No: (039) 797 6070
APPLICATIONS : can be submitted electronically via email to:
Loyiso.Xhelithole@ehealth.gov.za

POST 24/144 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/AMADO/NHI/01/07/2026 (X3 POSTS)
 (1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
 Grade 2: R844 128 – R935 049 per annum, (OSD)
 Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE : Amathole District
REQUIREMENTS : Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : They will be first line of community-based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the

purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES APPLICATIONS : Ms S Njokweni Tel No: (043) 709 2487/2532
: can be submitted electronically via email to: Themba.Toko@echealth.gov.za

POST 24/145 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/BCMDO/NHI/01/07/2026 (X2 POSTS)
(1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 049 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro
: Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : They will be first line of community-based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES APPLICATIONS : Ms S Magoloti Tel No: (043) 708 1720
: can be submitted electronically via email to:
Simphiwe.Mangoloti@echealth.gov.za

POST 24/146 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/CHDO/NHI/01/07/2026 (X5 POSTS)
(1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 049 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE REQUIREMENTS : Chris Hani District
: Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : They will be first line of community-based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all

systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES APPLICATIONS : Mr S Magxiva Tel No: (045) 8071110/1101
: can be submitted electronically via email to: Siphiwo.Magxiva@echealth.gov.za

POST 24/147 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/JGDO/NHI/01/07/2026 (X2 POSTS)
(1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 049 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE REQUIREMENTS : Joe Gqabi District
: Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : They will be first line of community-based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES APPLICATIONS : Mr. J.S Ndzinde Tel No: (051) 633 9631
: can be submitted electronically via email to: Joseph.Ndzinde@echealth.gov.za

POST 24/148 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/NMMDO/NHI/01/07/2026 (X3 POSTS)
(1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 049 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro
: Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : They will be first line of community-based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on

interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES APPLICATIONS : Ms P Makuluma Tel No: (041) 391 8164
: can be submitted electronically via email to: Princess.Makuluma@ehealth.gov.za

POST 24/149 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/ORTDO/NHI/01/07/2026 (X3 POSTS)
(1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 049 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo District
: Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : They will be first line of community-based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES APPLICATIONS : Ms Z Mtimba Tel No: (047) 502 9000
: can be submitted electronically via email to: Zukiswa.Mtimba@ehealth.gov.za

POST 24/150 : **REGISTERED COUNSELLOR REF NO:**
ECHEALTH/RC/SBDO/NHI/01/07/2026
(1 year contract)

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 049 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District
: Honours Degree in Psychology/4 years Bachelor's Degree in Psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Registration with HPCSA as a Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. A valid driver's license.

DUTIES : They will be first line of community-based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources.

		Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Sompontsha at 071 867 8865 can be submitted electronically via email to: Thandi.Sompontsha@echealth.gov.za
<u>POST 24/151</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/LIV/APL/01/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R720 819 – R846 282 per annum, (OSD) Nelson Mandela Metro, Livingstone Tertiary Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's licence. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of the effective and efficient patient care through adequate nursing care. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e., interpersonal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis formulation of nursing guidelines, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. In the department. Provide management support, guidance, and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department. Coordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in SANC CPD Programme. Comply with the Performance Management and Development System (contracting, reviews and final assessment). Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Mabanga Tel No: (041) 405 2348 can be submitted electronically via email to: Noms.Tsotsobe@echealth.gov.za
<u>POST 24/152</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) - NIGHT DUTY REF NO: ECHEALTH/AMN/FRH/APL/01/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R720 819 – R846 282 per annum, (OSD) Buffalo City Metro, Frere Tertiary Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's licence. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the

		enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
<u>APPLICATIONS</u>	:	can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za
<u>POST 24/153</u>	:	<u>ASSISTANT DIRECTOR: RADIATION ONCOLOGY GRADE 1-2 REF NO: ECHEALTH/ADRADO/NMAH/ARP/NTSG/01/07/2026</u>
<u>SALARY</u>	:	Grade 1: R664 410 – R735 930 per annum, (OSD) Grade 2: R756 444 – R839 532 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification in radiotherapy that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. Registration with the HPCSA as Radiotherapist (Independent Practice). Experience: A minimum of 5 years of experience in the relevant field post community service of which 3 years must be at a supervisory/managerial capacity. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e., Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realization Framework etc. Good communication skills, Report writing skills, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. A valid driver's licence.
<u>DUTIES</u>	:	Plan, implement, co-ordinate and monitor daily activities in the Radiation Therapy department. Manage the operations and workflow of the department by maintaining appropriate schedules (patient and staffing). Ensure optimal clinical management and good governance of Radiotherapy services including all resources in the section. Ordering of supplies utilizing Logis to ensure sufficient stock. Monitor performance improvement, safety, quality, regulatory and accreditation standards. Supports the organization's mission, priorities and goals by delivering cost effective optimal quality treatment and care to cancer patients. Ensure equipment and procedures are safe, functional and capable of meeting the needs in a timely manner and all necessary and required QA/QC activities are performed appropriately and all QA/QC equipment is properly maintained in accordance with the requirements of Radiation Control. Keep abreast of new developments in Radiation Therapy and make recommendations for the acquisition and implementation of new technology. Participate in the development of treatment programs, SOP's, department policies, and audits. Responsible for the development of operation and strategic plans for the department. Manage provision of high-quality services through development and implementation of appropriate systems, quality assurance programs and internal controls. Manage human resources and provide clinical support to junior staff and training program for students. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leave management, policy development etc. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme. Market and promote Radiotherapy services and contribute towards research.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469.
<u>APPLICATIONS</u>	:	must be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za
<u>POST 24/154</u>	:	<u>ASSISTANT DIRECTOR: PHYSIOTHERAPIST REF NO: ECHEALTH/ASD-PH/APL/01/07/2026</u>
<u>SALARY</u>	:	R664 410 – R735 930 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with the HPCSA as Physiotherapist (Independent Practice. Experience: A minimum of 3 years' appropriate experience as Physiotherapist after registration with the

HPCSA of which 5 years must be appropriate experience in Management. The candidate must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Competencies: Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication Basic knowledge of budget planning as well as the Public Finance and Management Act. Good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem-solving skills.

DUTIES : To manage, coordinate and administer the operations of the Occupational Therapy services in the Livingstone Tertiary Hospital. Ensure the effective, efficient and cost-effective management of allocated Resources of the Department. To participate & work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards an optimization of occupational therapy services. Facilitate training & development of staff and students. Provide supervision and performance evaluation. Manage Quality Assurance and Clinical governance within the occupational therapy section. Communicate effectively with all stakeholders. Management and administration duties of the section.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532
APPLICATIONS : can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

POST 24/155 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/LIV/APL/01/07/2026**

SALARY : R571 161 - R654 285 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348
APPLICATIONS : can be submitted electronically via email to: Noms.Tsotsobe@echealth.gov.za

POST 24/156 : **CLINICAL PROGRAMME COORDINATOR: (INFECTION PREVENTION AND CONTROL) REF NO: ECHEALTH/CPC-IPC/LIV/APL/01/07/2026**

SALARY : R571 161 - R654 285 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : 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 Professional Nurse. Certificate in Infection Prevention and Control. A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC

in General Nursing. Inherent requirements of the job. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook, TEAMS, Zoom). Experience in Infection Prevention and Control environment. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to priorities issues and other work-related matters and to comply with time frames. High level of accuracy.

DUTIES : Monitor Infection Prevention and Control indicators using identification tools and report on matters arising. Train and develop employees in Infection Prevention and Control practices to develop the necessary insight to sustain a climate sensitive to Infection Prevention and Control needs. Conduct inspections to ensure that Infection Prevention and Control plans are developed and thoroughly implemented. Manage the establishment and training of Infection Prevention and Control Committees at health facilities. Interact with external health accreditation representatives to identify areas for improvement. Revise all policies, procedures, and standards regularly.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348
APPLICATIONS : can be submitted electronically via email to: Noms.Tsotsobe@ehealth.gov.za

POST 24/157 : **RADIATION ONCOLOGY RADIOGRAPHER REF NO:**
ECHEALTH/ROR/NMAH/ARP/NTSG/01/07/2026

SALARY : Grade 1: R510 906 – R581 892 per annum, (OSD)
Grade 2: R598 260 – R683 808 per annum, (OSD)
Grade 3: R703 785 – R756 444 per annum, (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Appropriate qualification (National diploma/Degree in Radiography - Radiation Oncology) in that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. Registration with HPCSA with as a Radiographer. Experience: **Grade 1:** None after registration with HPCSA as Radiation Oncology (Therapy) radiographer in respect of RAS-qualified employees / health professionals. One-year relevant experience after registration with HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community service as required in the RSA. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA as Radiation Oncology (Therapy) Radiographer in respect of RSA - qualified employees/ health professionals. 11 years after registration with HPCSA in respect of foreign qualified health professionals. **Grade 3:** Minimum of 20 years' relevant experience after registration with HPCSA as Radiation Oncology (Therapy) Radiographer in respect of RSA- qualified employees and 21 years in respect of foreign employees. Inherent requirement of the job: Do an afterhours on call as rostered. Work late as deemed necessary to fulfill operational requirements. Knowledge, skills and Competencies required: good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making. Good Computer skills especially excel, PowerPoint literacy, MS word etc.), Sound knowledge of relevant legislation guiding the provision of radiation oncology and clinical health care in the public sector. I.e. Patients Right Charter, Batho Pele principles, Ministerial priorities, National Core standards etc. Willing to rotate within areas of work in the allocated hospital work areas.

DUTIES : Perform and assist with coordination treatment or planning or CT simulations or Quality assurance and related radiotherapy activities with RTTs, community service and student RTTs to ensure effective patient throughout. Ensure safe handling of patients and assist in patient positioning and immobilization. Accustomed to linear accelerator orthovoltage treatments, Aria and Eclipse planning systems. Ensure patients are accurately treated and or planned according to clinicians' instructions and give administrative and information support to the Chief. Ensure Quality Assurance of treatment and planning of patients and ensure that optimal work is executed. Administer appropriate patient care and quality assurance procedures on the treatment floor or planning. Participating in continuous professional development and assisting in in-service training of radiation therapists, students, and other visiting staff.

Assist Medical Physicists in the quality control of equipment. Monitor and keep stock of consumables and assets within the section. Liaise with of all levels within and occasionally outside the division, on issues pertaining to the assigned patient involvement in CPD activities and departmental lectures.

ENQUIRIES APPLICATIONS : Ms Calaza Tel No: (047) 502 4469
: must be submitted electronically via email to: Nozidumo.Calaza@ehealth.gov.za

POST 24/158 : **ULTRASOUND RADIOGRAPHER REF NO: ECHEALTH/USR/LIV/ARP/01/07/2026**

SALARY : Grade 1: R510 906 – R581 892 per annum, (OSD)
Grade 2: R598 260 – R683 808 per annum, (OSD)
Grade 3: R703 785 – R756 444 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
: Appropriate qualification that allows for registration with the HPCSA in the relevant profession. Registration with the health Professional Council of South Africa (HPCSA). **Grade 1:** experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. **Grade 2:** A minimum of 10 years' relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. Knowledge in the application of clinical theory practice, ethics in health care, current, clinical literature, current protocols as well as current health public services regulation and policies, skills in terms of consultation, examination, clinical assessment and clinical treatment procedure.

DUTIES : Prepare and position patient for exams, explain the procedure to alleviate anxiety, and ensure their comfort and privacy during the scan. Calibrate and manipulate ultrasound transducers and equipment to capture high-quality images of specific areas such as abdomen pelvis, heart, or developing fetus. Assist physician and radiologist with specialized, ultrasound guided procedures. Maintain patient records, manage examination schedules, ensures the equipment is sanitized and monitor department supply level.

ENQUIRIES APPLICATIONS : Ms L Mabanga Tel No: (041) 405 2348
: can be submitted electronically via email to: Noms.Tsotsobe@ehealth.gov.za

POST 24/159 : **DIETITIAN (CLINICAL TUTOR) REF NO: ECHEALTH/DIET-CT/ARP/HTPD/01/07/2026**

SALARY : Grade 2: R482 499 – R550 389 per annum, (OSD)
Grade 3: R564 822 – R683 808 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Livingstone Tertiary Hospital
: Appropriate qualification that allows for registration with HPCSA as a Dietitian. Registration with HPCSA as a Dietitian (Independent practice). A minimum of 10 years' relevant experience after registration with the HPCSA as a Dietitian. A master's degree in nutrition and/or Dietetics will be an added advantage. Knowledge of relevant Acts, regulations, policies, strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes, student learning and training. Comprehensive knowledge of current dietetics practices, professional ethics, and healthcare delivery systems. Thorough understanding of HPCSA accreditation standards, specifically those related to supervised experiential learning and core competencies. Exceptional written and verbal communication skills, including the ability to negotiate and maintain professional relationships with diverse stakeholders (students, faculty, preceptors, and administrators). Excellent organizational, time management, and problem-solving skills, with a proven ability to manage complex scheduling and administrative tasks. Proficiency in standard office software and experience utilizing learning management systems (LMS) and student tracking software. Ability to work in multi-disciplinary environment. Additional requirements: sound knowledge in food service management and clinical nutrition. Prior experience in student learning, training and supervision will be an added advantage.

DUTIES

: Assist with identifying, negotiating, and maintaining affiliation agreements (Memoranda of Understanding) with a variety of appropriate clinical, community, food service, and research settings to provide comprehensive supervised practice experiences. Ensure the quality and consistency of student learning experiences and adherence to programme objectives across the two training sites of Livingstone Hospital and Port Elizabeth Provincial Hospital. Provide supervision, clinical support and training of university students. Coordinate the placement of students at the two training sites ensuring all students complete the required number of hours in diverse settings. Develop and conduct comprehensive orientation sessions for students prior to the start of their supervised practice rotations. Implement, monitor, and manage the student evaluation process, including mid-point and final evaluations completed by supervisors and reflective assignments completed by students. Collaborate with relevant staff members to integrate clinical and food service management learning objectives with coursework, ensuring a seamless transition from classroom to practice. Maintain meticulous records of student placements, supervised practice hours, supervisor training, assessments and student performance data, fulfilling accreditation requirements. Participate actively in program review, assessment, and accreditation activities, specifically providing data and narrative related to the supervised experiential learning component. Participate in staff training program at the two training sites. Facilitate and provide optimal nutritional care to patients, especially during times when there are no students at the training site. Good governance and quality assurance of experiential learning objectives. May teach or prepare one or more courses related to food service management, clinical nutrition, or professional practice as assigned by the chief clinical coordinator. Market and promote Dietetic services and contribute towards research.

ENQUIRIES

: Ms L Mabanga Tel No: (041) 405 2348

APPLICATIONS

: can be submitted electronically via email to: Noms.Tsotsobe@ehealth.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS** : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za> Or Email: SACR.RecSMS@gauteng.gov.za. Only online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane: 082 810 6152 / Mr. Ouwen Gaveni: 071 855 8934
- CLOSING DATE** : 24 July 2026 at 23:59 pm
- NOTE** : Applications should be submitted online at <http://professionaljobcentre.gpg.gov.za> (New Z83 form must be attached. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on 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 (new Z83 and CV) will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. If you have not been contacted within three (03) months after the closing date of this advertisement, based on the unfolding recruitment and selection processes, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race,

gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

MANAGEMENT ECHELON

- POST 24/160** : **CHIEF DIRECTOR: ARTS, CULTURE AND HERITAGE REF NO: REFS/050114**
 Directorate: Arts, Culture and Heritage
 (05 Years Contract)
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 plus an appropriate undergraduate qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Culture and Heritage Studies / Fine Arts / Dramatic Art / Performing & Visual Art / Film & Television or relevant management qualification as recognized by SAQA. A minimum of 5 years' experience in Senior Management level in relevant environment. A valid driver's license, No criminal record, A compulsory Pre-Entry Senior Management Certificate issued by the National School of Governance (NSG).
 Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written. Communication. Leadership. Computer literacy. Report writing. Relationship management. Knowledge: PFMA and Applicable Legislations and prescripts.
- DUTIES** : Coordinate and serve as the custodian of heritage resources in the province. Provide advice to the MEC on the implementation of NHRA and relevant provincial and municipal legislation. Manage and promote the systematic identification, recording, and assessment of Gauteng heritage resources that form part of the national estate. Manage the establishment of policy, objectives and strategy plans for heritage resources management. Coordinate and monitor the implementation of NHRA for efficient and effective heritage conservation. Manage and promote creative arts in clusters. Manage and promote creative arts in communities. Provide value adding report to management and external stakeholders on a timeous. Monitor the provision of policies and procedures within the programme. Manage and promote museums and monuments services. Manage and promote languages services within the province. Manage geographical names and standardization of databases within the province. Manage indigenous knowledge systems and national symbols. Manage memorialization, repatriation and reburial services in the province. Provide support service to creative industries. Manage the development of Performing Arts, Music and Dance industries. Manage the development of visual arts, craft and design. Research and keep abreast of best practice initiatives and developments within the chief directorate. Develop business/ strategic plan for the directorates and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the chief directorate. Manage the development and coordination of service delivery improvement plan. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance agreements. Consolidate and manage the budget in the chief directorate. Authorize, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leaves the chief directorate.
- ENQUIRIES** : Ms. Itumeleng Maisane at 082 810 6152 / Mr. Ouwen Gaveni at 071 855 8934

OTHER POST

- POST 24/161** : **EXTERNAL CHAIRPERSON RISK MANAGEMENT COMMITTEE REF NO: REFS/050115**
(03 Years Contract)
Directorate: Risk Management
- SALARY** : National Treasury Prescribed rates will apply for the remuneration as amended annually
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate, at least a 3 years relevant Degree in (Legal/ Accounting/ Risk Management/ Auditing and Financial Management). Post-graduate qualifications will be added advantage. Candidates should have worked within the Risk Management Environment for more than 5 years. Previous experience as a Risk/Audit chairperson is preferable In addition, the following: Skills and attributes are required for this role: integrity, Independence, dedication, understanding of public sector business and controls. Excellent communication skills (verbal and written). Knowledge: A good understanding of the recent developments within the Risk Management field and Corporate Governance, Public Finance Management Act, Treasury Regulations, EWRM, ISO 31 000 Revised 2019, COSO model and Public Sector Risk Management Framework as well as IT frameworks pertaining to governance and previous experience as a risk champion in government entities as an added advantage , preference will be given to candidates with membership with IRMSA/ACFE/SAICA as an advantage.
- DUTIES** : The candidate will Chair the Departmental Risk Management Committee and provide an oversight role regarding monitoring the implementation of risk management within the Department. Review relevant Risk policies /strategies and other working procedures. Review Risk Management Actions Plans to be instituted and ensure compliance with such plans. Integration of Risk Management into planning, monitoring, and reporting processes. Review of risk appetite and tolerance levels of the Department. Provide quarterly reports to the Accounting Officer and other management committees. Implementation of risk maturity model and measurement of the effectiveness of Departmental Risk Management functions and integration.
- ENQUIRIES** : Ms. Itumeleng Maisane at 082 810 6152 / Mr. Ouwen Gaveni at 071 855 8934

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource on Tel No: (011) 355-7082/7043. Only online applications will be considered.
- CLOSING DATE** : 24 July 2026
- NOTE** : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The

Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

- POST 24/162** : **DEPUTY DIRECTOR: CENTRE MANAGER REF NO: REFS/050295**
Branch: Transport
- SALARY** : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Kagiso
REQUIREMENTS : NQF level 6/7 in Public Administration / Public Management / Finance / BA Licencing / Transport Management / Traffic Management. Must be in possession of a Examiner of Driving License / Examiner of Motor Vehicles/ NaTIS Certificates. 3-5 years' experience in Assistant Director Level. Valid Driver's License. Knowledge and skills: GPG and GPDRT policies and procedures; relevant legislation and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Knowledge of NRTA, BCEA, PSA, LRA, PFMA, POPIA and PAJA. Competency in Community Relations, Stakeholder Relationship Management, Research, Computer Utilisation, Financial Management, and Business Performance Management.
- DUTIES** : Manage the NaTIS system used in the processing and issuing of Motor Vehicle, Driver Licenses and Vehicle Testing Station where existing. Ensure that routine maintenance projects for the Centre are executed. Ensure routine maintenance of calibration machines and test yard marking. Conduct regular staff meetings within the centre. Assist with resolution of complaints and concerns by staff and members of the public. Monitor execution of projects and contracts in accordance with best practice standards, time, quality and budget. Manage and monitor documents and records management within the Provincial Registering Authority Centre. Manage the budget of the Provincial Registering Authority Centre. Provide input into the compilation and administration of the annual budget. Ensure that the budget plan is compiled and submitted in time. Ensure compliance with all audit requirements and recommendations. Manage and monitor Provincial Registering budget and expenditure per allocation. Ensure that all budget reports are compiled and submitted to management. Manage and develop budget allocation. Manage and prevent fraud and corruption within the Provincial Registering Authority Centre environment. Implement departmental risk management strategy. Develop and implement measures to eliminate fraud and corruption behaviour and activities. Monitor and manage operational risk of a Provincial Registering Centre. Ensure compliance with all audit requirements and recommendations. Compile Monthly Reports of the component. Evaluate and act on all applicable monthly/quarterly and annual reports. Submit input into the compilation of reports and other documents. Compile weekly/monthly/quarterly Anti – fraud and corruption reports. Manage Human Resources within the Provincial Registering Authority centre. Lead human resource management functions and policies, including staff development and staff well-being. Manage personnel within the Provincial Registering Centre. Hold monthly staff meetings. Monitor and advising on recruitment of personnel to vacant positions. Process and approve leave applications through ESS system and other official means. Ensure training and development of personnel through on-the-job-training and external and institutional courses as offered by RTMC and other recognized institutions. Manage staff grievances and/or refer to Labour Relations for further handling. Apply and execute disciplinary processes in accordance with applicable procedures.
- ENQUIRIES** : Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.
- POST 24/163** : **SENIOR EXAMINER: VEHICLE TESTING STATION AND DRIVER'S LICENSING TESTING REF NO: REFS/050296 (X3 POSTS)**
Branch: Transport
- SALARY** : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Kagiso, Temba, Maponya

REQUIREMENTS : NQF level 6/7 qualification in Public Administration/Public Management/BA Licensing/ Transport Management. Qualified and registered as NaTIS user/an Examiner of Vehicles and Driving license are equivalent to or above the grading of the center. 3 – 5 years' relevant (NaTIS) National Traffic Information System experience within a Driver License Testing/Motor Vehicle Registration/Vehicle Testing Centre. 2 years' experience must be at supervisory level. Valid Drivers' License. Knowledge and Skills: GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures. Decisive, Team-worker, Customer focused, Proactive and resourceful, Flexible/change oriented, Cost conscious, Quality oriented, Responsive, Innovative, Credible, User-friendly telephone voice, Problem solving ability.

DUTIES : Ensure that examiners for motor vehicle testing are assigned to perform various duties in line with the requirements of the legislation and pertaining to testing of applicants. Ensure that motor vehicle testing is conducted in accordance with the (NRTA) National Road Traffic Road Act. Ensure that regular spot-checks, quality assurance, supervision and that monitoring is conducted and that a monitoring control system is administered. Performs quality assurance in respect of applications of roadworthiness and to ensure authorization of roadworthy certificates. Ensure consistently that all testing equipment is timeously calibrated and in good working order. Provide support through ensuring that banking, South African Bureau of Standard (SABS) and maintenance findings are adhered to in the Vehicle Testing Stations (VTS's). Ensure that queue management system is utilized optimally at the Centre. Ensure that malpractice or any violation is reported to the inspectorate. Co-operate with Law enforcement agencies on matters under investigation. Ensure there is enough resources for revenue management and recording. Ensure that monies are banked through E-Receipting. Ensure that South African Bureau of Standard (SABS) fee it's paid quarterly. Coordination of deployment of security personnel for government property, clients and staff protection. Liaise with Facilities Directorate as and when maintenance is due, regularly follow up as to when issues are resolved. Ensure good upkeep of the building and grounds. Establish a Document management system. Verify that completeness of (VTS) Vehicle Testing Station documentation is maintained and filed accordingly. Ensure that regular inspections/ quality assurance is conducted, and compliance is maintained. Ensure that all South African National Standards (SANS) documents are available and updated regularly. Provide support through ensuring the enforcement of control measures against fraud and corruption in the Vehicle Testing Station (VTS). Monitor the operations of the Vehicle Testing Station (VTS) and ensure compliance to Directorate Standard Operating Procedures (SOP's) and the National Road Traffic Act (NRTA). Monitor, identify and act on submitted fraudulent documentation. Conducting regular awareness sessions on anti-fraud and corruption activities. Implement all internal controls and risk management recommendations. Report all cases of fraud and corruption to the Department's Anti-Corruption Hotline as well as to compliance and the Directorate: Risk Management. Manage the Vehicle Testing Station (VTS) to meet required expectations. Review of monthly reconciliations and unit reports. Oversee and authorize National Administration Traffic Information System (NaTIS) transactions. Coordinate and liaise with relevant Directorate's on job specific and transversal trainings to improve service delivery, e.g., NaTIS, customer relationship improvement and other administrative courses. Implement systems to manage risks. Ensure compliance to Public Finance Management Act and Treasury regulations. Ensure there is sufficient capacity to meet delivery service.

ENQUIRIES : Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates

POST 24/164 : **ASSISTANT DIRECTOR: MONITORING REF NO: REFS/050289 (X2 POSTS)**
 Branch: Transport

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Ekurhuleni Regional Office, West Rand Regional Office

<u>REQUIREMENTS</u>	:	National Diploma or Degree (NQF Level 6/7) in Transport Management/ Transport Logistics/ Public Administration. 3-5 years' working work experience is Public Transport Field/Environment. 2 years' experience must be at supervisory level. Knowledge and Skills: Ability and willingness to work under pressure. Problem solver, report writing. Ability to work in a team. Efficient collaborator. Corporate governance knowledge will be an added advantage.
<u>DUTIES</u>	:	Facilitate and monitor the registration of routes for land base public transport operation in the region. Support the mediation of conflict and disputes. Convene and participate in the meeting with those stakeholders to discuss the route application and inspection findings from the Association or an Operator. Compile a submission with recommendations to the management that the route can be captured on the Registration Administration System (RAS). Ensure that route is captured on Registration Administration System (RAS), as per approved recommendations. Provide feedback accordingly. Assist associations in development own constitutions, guided the Standard Minimum Constitution. Liaise with the Association and operators to make applications for amendment of their operating license Monitor the process of Democratization of associations and other land base public transport operations. Participate in the development, review and implementation of policies and standard operating procedures. Track performance progress and workflow of the team. Manage resources (Human, Equipment/Asset).
<u>ENQUIRIES</u>	:	Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.
<u>POST 24/165</u>	:	<u>EXAMINER: VEHICLE TESTING STATION AND DRIVER'S LICENSING TESTING REF NO: REFS/050297 (X2 POSTS)</u> Branch: Transport
<u>SALARY</u>	:	R413 001 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Mabopane, Temba
<u>REQUIREMENTS</u>	:	NQF level 6/7 qualification in Public Administration/Public Management/BA Licensing/ Transport Management. Qualified and registered as an Examiner of Vehicles and Drivers Licenses equivalent or above the grading of the center. 2 - 3 years' relevant Examiner experience. Valid Drivers' License. Knowledge and Skills: GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures. Decisive, Team-worker, Customer focused, Proactive and resourceful, Flexible/change oriented, Cost conscious, Quality oriented, Responsive, Innovative, Credible, User-friendly telephone voice, Problem solving ability.
<u>DUTIES</u>	:	Receive and verify applications for vehicle testing. Verify correctness and relevance of information supplied on the Application of Road Worthiness Certification (ARC) form (Application for vehicle testing), and other application documentation (vehicle's registration certificate). Check that the bookings are confirmed by NaTIS (National Traffic Information System) and through frontline services. Inspect and test the vehicle. Check chassis number/engine, that it is not tampered with or stolen. Furnish the applicant with a copy of the test report after the test is completed. Capture authorized test results on National Traffic Information System (NaTIS). Check that the authentic driver license card is issued in compliance with National Road Traffic Act. Verify that Professional Driver Permit (PrPD) applications and issuance are complying. Ensure execution of duties by Junio Examiners in compliance to National Road Traffic Act (NRTA) and South African National Standard (SANS). Response to queries from members of the public on NRTA related issues. Ensure an efficient and orderly system for the arrangement of appointments to meet customer expectations. Preparation of a verifiable National Traffic Information System (NaTIS) data eg. Financial reports, testing reports and others. Check and ensure that the authorized test results are captured on National Traffic Information System (NaTIS). Print results and authorize issuance of roadworthy certificate for tested motor vehicles. Ensure correctness and relevance of information supplied on form ACR (Application for certification of roadworthiness) Explain applicable procedure to applicants. Ensure that the bookings are confirmed by NaTIS (National Administration Traffic Information System) and through frontline services. Verify identity of applicants through

checking their Identity documents and other relevant documentation. Regular reporting on issues around achievements and compliance. Implement systems, processes, and controls to prevent fraud and corruption. Engage in anti-corruption and curb unlawful behaviour and activities through identifying and reporting such activities. Manage Junior Examiners.

ENQUIRIES : Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.

POST 24/166 : **SENIOR ADMINISTRATIVE OFFICER: PROCESSING SERVICES REF NO: REFS/050298**
Branch: Transport

SALARY : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Ekurhuleni
REQUIREMENTS : NQF level 6/7 in Public Management/ Public Administration/ Transport Management. 2-3 years' experience in the Public Transport environment. Knowledge and skills: GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and Public Service Regulations. Finance and HR matters. Planning and organising. Computer literacy. Good interpersonal skills. Problem solving and decision-making skills. Sound communication skills, oral and written. Planning and good organising skills. Pro-active and can work independently and as a team. Customer focused, good telephone etiquette and problem-solving ability.

DUTIES : Receive applications from the cashier counter. Verify all applications received against list and sign off the list applications. Verify that all applications to admin clerks for processing. Confirm that applications are registered. Identify applications with issues and resolve the issues. Confirm that applications received and processed are recorded electronically on a weekly basis for record keeping and auditing purposes. Verify that information on applications and supporting documents are complete and captured accurately. Confirm that applications are prepared for Government gazette publication. Verify that applications are advertised internally and externally as required by the NLTA no.5 of 2009. Get quotation from Government Printing Works by filling in Z95 form. Check that the requested quotes and invoices are received for applications in the Government Printing Works. Retrieve information to be Gazetted from Operating License Administration (OLAS). Confirmation of the budget for the gazette and submit the gazette to Government Printing Works. Check whether the publication is complete correctly. Facilitate the preparation of applications for consideration by the Provincial Regulatory Entity. Coordinate with municipalities on concurrencies and advise applicants on outcomes. Facilitate Human Resource Development of employees. Supervise staff and leave administration. Provide coaching, disciplinary and mentoring of staff to improve performance. Enhance and maintain employee motivation. Assign tasks and monitor performance of employees.

ENQUIRIES : Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.

POST 24/167 : **DATABASE ADMINISTRATOR: ICT GOVERNANCE AND INFORMATION MANAGEMENT REF NO: REFS/050272**
Branch: Corporate Services

SALARY : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (NQF Level 6)/ Degree (NQF Level 7) in ICT (Computer Science / Informatics) / Business Information Management / Information Technology. Database Administrator Certificate as an added advantage. 2-3 years' experience in ICT database environment. Knowledge of change management, project management, and information management. Knowledge of relevant legislation, Public Service Regulations, and Service Level Agreements (SLAs). Knowledge of the Minimum Information Security Standards. Strong skills in planning and organising, customer management and quality management. Ability to promote innovation and continuous

		improvement. Well-developed problem-solving skills, analytical thinking, and communication skills and diversity Awareness.
<u>DUTIES</u>	:	Design and develop database Develop scripting and optimize performance Maintain Databases using Microsoft Structured Query Language (SQL) 2016 and latest versions of Microsoft SQL Manage workload and ensure high availability; disaster recovery Develop and maintain data documentation Provide ICT technical support Prepare design specifications. Design and create database systems based on business requirements. Develop database schemas, tables and data dictionaries. Gather and analyses requests pertaining to layout and special features of a database. Solve database usage issues and malfunctions.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521) Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.
<u>POST 24/168</u>	:	<u>COMMUNICATION OFFICER: INTERNAL COMMUNICATIONS REF NO: REFS/050275</u> Branch: Corporate Services
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefit)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/bachelor's degree NQF Level 6/7 in Communication and Marketing qualification or relevant. 1-2 years' experience in content development for print and electronic medium. Knowledge and skills GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge of GPG political and executive structures. Change management Planning and organising Strategy, Policy development Project Management People oriented Financial Management.
<u>DUTIES</u>	:	Writing, editing, proof reading and content sourcing. Newsletter development and management. Website and intranet management, Assist in effective management of resources. Assist in securing suppliers for communication-related services. Coordinate and monitor websites, intranet and social media content, visual appearance and functionality by ensuring continuous updating Attend to and facilitate speedy responses to external client queries coming through Department's website Render administration support to the Directorate Distribute print material to internal and external stakeholders Compile weekly, monthly and quarterly reports Liaise with suppliers and ensure that service level agreements are developed.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.
<u>POST 24/169</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: REFS/050273</u> Branch: Corporate Services
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefit)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	NQF 6/7 National Diploma or Degree in Management Services/Production Management/ Operations Management.1-2 years' experience in the Organisational Development field. Knowledge and skills Planning and organising People Oriented Change management, Strategic thinking, Customer management Innovation/ continuous improvement Problem solving, Analytical Communication Initiative Diversity awareness. Understanding of relevant legislation: (PSR, PSA, CORE) Relevant human resource legislation in the public service DPSA Organisational Development directives, circulars, policies, guides. Organizational development. Initiatives Knowledge of DPSA regulations and Ministerial Handbook. PERSAL Staff establishment certificate will be an added advantage.
<u>DUTIES</u>	:	Schedule organizational structure consultation sessions with business units. Assist with coordinating, reviewing, redesigning and implementing the organizational structure and post establishment information. Facilitate the

process of work study investigations. Facilitate Organizational Functionality Assessment (OFA). Facilitate the development of business processes and standard operating procedures. Facilitate the creation and abolishment of posts. Submit mandates on the post establishment changes for implementation on PERSAL. Identify and prioritize posts to be evaluated. Facilitate departmental JE projects and liaise with OOP (project plans, submissions etc.). Coordinate and facilitate all job evaluation activities (interviews, completion of PIQs, evaluation system etc.). Benchmark jobs with other organisations. Manage JE database and related records. Prepare submissions on JE panel recommendations. Ensure all approved JE recommendations are implemented on the PERSAL system. Provide job description template and advise line managers on contents of the job description template. Assist business units with the review and development of job descriptions. Update and maintain the job description database. Provide Job descriptions to stakeholders for advertising, performance contracting, evaluation of posts and generic queries on posts. Align departmental job descriptions of coordinated posts to the DPSA coordinated jobs. Provide departmental monthly headcount from post establishment information. Provide post establishment data which includes Vacancy rate, filled and vacant posts, post details. Compile presentations and reports related to post establishment data. Provide 3.3.4s post information. Keep up to date with compliance and regulatory requirements. Implement all organizational design circulars, policy and other communications that impact on the operation of the business unit. Implement governance processes, frameworks and procedures. Update and maintain job evaluation and job description database. Maintain records management system. Retrieve documents as and when requested. Ensure OD submissions are filed correctly (approved documents and submissions). Route and follow up on submissions. Capture minutes during meetings when required. Ensure unit has stationery. Organize workshops and meetings. Perform procurement duties. Ensure all functions related to OD GG vehicle are performed.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 - 7175

NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.

POST 24/170 : **ADMINISTRATIVE OFFICER: ISSUING AND COLLECTIONS COUNTER**
REF NO: REFS/050299
Branch: Transport

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 6/7 in Public Management / Public Administration/Administration Management/ Transport Management. 1-2 years' experience in the Public Transport management environment. Knowledge and skills: GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Customer management, Innovation / continuous improvement, problem solving, analytical, negotiation, communication, initiative and diversity awareness.

DUTIES : Account for all applications received from processing and cashier streams. Verify if all documents are attached to the file. Verify and ensure that applications forms are properly filled. Verify applicants' data on the vehicle documents and validity. Tracking of processed applications. Print Operating Licenses. Account for the verification of applicant details and validate printed operating licenses. Permits. log calls with NLTIS (National Land Transport Information System) for both Minibus Taxi and Non-Minibus Taxi applications for reduction or increasing capacity on the applications prior to issuing. Check and verify applications and submit them to the Senior Admin Officer before being signed off to the Provincial Regulatory Entity for signature of the Operating Licensing. Record operating licenses to be distributed to applications for collections. Provide feedback to applicants for collections. Provide feedback to applicants on processed applications through the SMS system. Consolidate the monthly portfolio of evidence (POE) that is signed copies of permits/ operating licenses. Account for the hand-over of issued operating licenses and documents received for collection. Account for the

		verification of details by checking Proxy letters or ID copies of each person collecting and proper record keeping of collected operating licenses. Distribute Face Value documents to issues and conduct to issues and conduct stock taking. Manage Human Resources and compile relevant reports for the unit.
<u>ENQUIRIES</u>	:	Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.
<u>POST 24/171</u>	:	<u>ADMINISTRATIVE OFFICER: MONITORING REF NO: REFS/050290 (X3 POSTS)</u> Branch: Transport
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Johannesburg Regional Office, Sedibeng Regional Office, West Rand Regional Office
<u>REQUIRMENTS</u>	:	National Diploma (NQF Level 6)/Degree (NQF Level 7) in Transport Management/ Transport Logistics/ Public Administration. 1 — 2 years working experience in Public Transport Field/Environment. Valid Driver's license. Knowledge and Skills: Ability and willingness to work under pressure, time management. Ability to execute instruction, team worker, adaptable to change. Good communication skills will be an added advantage.
<u>DUTIES</u>	:	Perform physical inspection of all routes for all land base public transport operations in the region. Document the observation. Record election and AGM preceding. Keep record safely. Assist with provision of administration support in mediation of conflict and resolving disputes. Renders administrative support services. Participate in the development and review of relevant policies and regulations of the unit. Preparation of meetings with Associations and Stakeholders (Departmental meetings or meetings outside the Department. Provide support in conducting an inspection-in-loco with stakeholders: Planning Authorities, South African National Taxi Council (SANTACO), Gauteng National Taxi Alliance (GNTA), Metered Taxi Council, Learner Transport Council, upon receipt of route application from the Association or an Operator.
<u>ENQUIRIES</u>	:	Mr. Mpateni/ Ms. K. Gumata Tel No: (011) 355-7521/9043
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.
<u>POST 24/172</u>	:	<u>ADMINISTRATIVE CLERK: PLANT HIRE REFS NO: REFS/050263</u> Branch: Roads Infrastructure
<u>SALARY</u>	:	R237 453 per annum (Level 05), (plus benefits)
<u>CENTRE</u>	:	Koedoespoort (Tshwane)
<u>REQUIRMENTS</u>	:	Grade 12 certificate or NQF level 4 equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Planning and organization, good verbal and written communication skills, Job Knowledge, Teamwork, Ability to work under pressure. Report writing.
<u>DUTIES</u>	:	To provide general administration duties - typing, scanning, emailing, filing and recording keeping, etc. Licenses renewal administration. Traffic fines and infringements re-routing. Vehicle accidents reporting and administration. Assist with other administrative duties assigned by the superior. Basic secretariat functions as and when needed. Management of attendance register. Provide Administration support with regards to Performance Assessments during review and contracting period. Provide administration support on HR related functions as and when needed.
<u>ENQUIRIES</u>	:	Ms. M. Mashela/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Females, Indian Females, White Females, Persons with disabilities candidates.
<u>POST 24/173</u>	:	<u>GROUNDSMAN REF NO: REFS/050276</u> Branch: Corporate Services
<u>SALARY</u>	:	R144 024 per annum (Level 02), (plus benefit)
<u>CENTRE</u>	:	Zwartkop Academy

- REQUIREMENTS** : AET or equivalent qualification. Good communication skills (Verbal and written). An ability to work under pressure and ability to work in a team. Knowledge of work procedures in respect of working environment skills. Basic numeracy and good communication skills.
- DUTIES** : Maintain premises and surroundings: clean premises by providing gardening services of routine nature, watering the garden, prune and trim flowers and trees, mow the grass, remove weeds, and garden refuse, apply insecticides. Cultivate the soil for trees and flowers, monitor and keep gardening equipment and tools in good condition. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES** : Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 – 7175
- NOTE** : In line with the Department's employments Equity Plan, preference will be given to Persons with disabilities, Coloured Males, Indian Males, White Males Persons with Disabilities candidates.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwa.
- CLOSING DATE** : 24 July 2026 (at 16h00)
- NOTE** : 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." 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. 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 from the State Security Agency and to the following checks (security clearance, qualifications, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and/or previous employer(s) apart from the referees listed. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.
 Regrettably, due to excessive budget cuts, the Department is not in a position to cover any travel and subsistence costs associated with recruitment processes.). Applications received after the closing date and time will not be considered. To applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of

starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). 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.

OTHER POSTS

POST 24/174 : **DEPUTY DIRECTOR: ASSET MANAGEMENT AND DISPOSAL REF NO: DD-AMD 01/JULY 2026**
Business Unit: Financial Management Services

SALARY CENTRE REQUIREMENTS : R932 292 - R 1 098 195 per annum (Level 11)
Head Office: Pietermaritzburg

: An appropriate three-year National Diploma in Supply Chain Management, Financial Management, Financial Accounting, Asset Management, or Cost and Management Accounting, at NQF Level 6 as recognized by SAQA. A minimum of 3 years' junior management experience in a Supply Chain Management, Financial Management, Asset Management, Financial Accounting, or Inventory Control environment. A valid driver's license. Skills, Training And Competencies: The successful candidate must have an in-depth knowledge of Supply Chain Management policies and procedures, Asset management, inventory control, reconciliation and disposal processes, Public Finance Management Act (PFMA) and its Regulations, Treasury Regulations and relevant Treasury Practice Notes, SCM delegations, disposal processes and SCM Practice Notes, Hardcat System and BAS, Supply Chain Management systems, Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulations, Public Service Act, Human Resource practices, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act and Service Delivery Frameworks. Skills such as People management skills Communication skills (verbal and written), presentation skills, report writing, Language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic Planning skills, Organisational skills, Research skills, Analytical skills, Leadership skills, Financial Management Skills, Time Management, Report Writing skills, Problem Solving skills, Conflict Management skills, Change Management skills, Project Management skills, Planning and Organizing skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

DUTIES : Manage the Physical Asset Management; Ensure efficient and effective Asset and Inventory Control and Systems Management; Manage Asset Planning, Reporting and Compliance; Develop and implement policies, strategies, frameworks and plans; Manage the resources of the Sub-directorate.

ENQUIRIES NOTE : Mr. K Mthethwa at 064 7579122
: NB: All the appointments will be made in accordance with the employment equity targets of the department, which are African Male, Coloured Male, Indian Male, And People with Disabilities who meet the requirements are encouraged to apply.

POST 24/175 : **SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING REF NO: SCM CLERK REF NO: PROV 02/JULY 2026**
Business: Unit: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R237 453 – R279 708 per annum (Level 05)
: Head Office
: The ideal candidate must possess an appropriate Grade 12/Matric Senior Certificate in Accounting, Mathematics, and English, coupled with a basic understanding of the SCM environment. Skills, Training, And Competencies: The successful candidate must have a good working knowledge of Public

Finance Management Act and Treasury Regulations; Knowledge of The Broad-Based Black Economic Empowerment Act, The Relevant Practice Note, Project Management; Supply Chain Management framework and Principles; Batho Pele principles; Code of Conduct for SCM Practitioners; Constitution of the Republic of South Africa; Departmental procurement procedures; Public Service Act, and Relevant SCM Instruction Notes. Skills: Computer literacy Skills; Interpersonal Relations skills; Time Management skills; Organizing & Planning skills; Language Proficiency, listening skills, Communication skills (verbal and written), Presentation skills, Analytical skills, Report writing, Time Management skills, problem-solving skills, Negotiation skills, Research skills, Conflict management skills, Driving skills. Attributes: Teamwork, Honesty, Responsibility, Reliability, Accuracy, Correctness, Initiative, Innovative thinker, and Quality of Work.

DUTIES : The incumbent will be required to: Provide clerical support to SCM provisioning; Provide clerical support on evaluation of quotations and preparation of recommendations of awards; Adhere to acquisition policies and procedures; and provide clerical assistance in preparing the monthly report for provisioning activities.

ENQUIRIES NOTE : Ms. Ntsepiseng Molefe at 060 564 1286
 : 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 24/176 : **DRIVER/MESSENGER: FLEET MANAGEMENT REF NO: D/M-FLT MNGT 03 / JULY 2026**
 Business Unit: Auxiliary Services

SALARY CENTRE REQUIREMENTS : R201 093 – R236 877 per annum (Level 04)
 Head Office: Pietermaritzburg
 : Applicants must have Grade 12 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 of sorting and distribution procedures; 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 functioning; Motor vehicles; Self-motivated and the ability to work independently towards predetermined deadlines. Skills: Communication (verbal and written) Good interpersonal relations, Record maintenance, Technical skills and Driving skills. Attributes: Reliability, Dependable, Initiative, Punctual, Honesty and integrity, Commitment.

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; Render messenger services in the Department.

ENQUIRIES NOTE : Ms. T Ngwenya at 071 226 4412
 : NB: All the appointments will be made in accordance with the employment equity targets of the Department. People With Disabilities are encouraged to apply.

DEPARTMENT OF HEALTH

OTHER POSTS

POST 24/177 : **MEDICAL SPECIALIST GRADES 1 – 3 REF NO: PMMH 01/2026 (X1 POST)**
 Component: Orthopaedic

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum, (all-inclusive packages)
 Grade 2: R1 592 274 – R1 688 553 per annum, (all-inclusive packages)
 Grade 3: R1 844 151 – R2 301 186 per annum, (all-inclusive packages)
 consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary), Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS

: Senior Certificate or Equivalent. MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Orthopaedic). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. Current (2026) registration as a Medical Specialist with HPCSA. **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions of South Africa. **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to Grade 2 requires 5 years' appropriate experience after registration with HPCSA as Medical Specialist in Orthopaedic. **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to Grade 3 requires 10 years' appropriate experience after registration with HPCSA as Medical Specialist in Orthopaedic. Knowledge, Skills Training and Competencies Required: Sound knowledge and experience in the Orthopaedics. Knowledge of current health and public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good Communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development Comprehensive knowledge of speciality Discipline.

DUTIES

: Provide safe, ethical and high quality of care through the development of standards and risk assessments in clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide Specialist services and support to the Clinical Head of Unit. Ensure Compliance with Norms and Standards as prescribed by Office of Health Standards Compliance (OHSC). Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Competence in the clinical evaluation of patients, Interpretation of special investigations within the Discipline. Render efficient and cost-effective services to patients managed by the institution. Ensure Clinical Governance within the Discipline. Deliver an effective and efficient administration of all resources allocated to the Discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of Services within the Discipline. Assist HCU in the development of management protocols/policies for Department – Discipline. Assist with Quality Improvement imperatives including Clinical Audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical professional and ethical standards in the department Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After hours participation in call rosters.

ENQUIRIES

APPLICATIONS

: Dr R MAGagulatel Tel No: (031) 907 8319

: Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Moberi, 4060. For Attention: Mr. M.F Mlambo. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE

: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) Only. Only shortlisted candidates

will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

<u>CLOSING DATE</u>	:	24 July 2026
<u>POST 24/178</u>	:	<u>ASSISTANT NURSING MANAGER (SPECIALTY STREAM) REF NO: PMMH 02/2026 (X1 POST)</u> Component: Obstetrics & Gynaecology (O&G)
<u>SALARY</u>	:	R785 568 – R884 940 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Obstetrics and Gynaecology or Advanced Midwifery with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2026) A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the above experience must be appropriate/recognizable experience in Obstetrics and Gynaecology services after obtaining the relevant post-basic qualification. At least 3 years of the period referred to above must be at a management level. Knowledge, Skills Training and Competencies Required: In-depth knowledge of nursing care processes, nursing statutes, and relevant legal frameworks including the Nursing Act, National Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Grievance Procedures. Sound knowledge of Maternal, Neonatal and Women's Health policies, guidelines, and quality assurance systems. Leadership, organizational, decision-making and problem-solving skills. Interpersonal, communication, negotiation, conflict management and counselling skills. Financial and budgetary management skills pertaining to resources under

management. Knowledge of Human Resource Management and Labour Relations policies and procedures. Computer literacy in Microsoft Office applications. Ability to coordinate, supervise and monitor nursing services within the O&G component.

DUTIES

: Coordinate Optimal, Holistic Specialized Nursing Care Within a Professional and Legal Framework Plan, organize and monitor the objectives of the Obstetrics and Gynaecology Unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and the public. Ensure the provision of comprehensive, quality nursing care in accordance with identified patient needs and professional standards. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of nursing and support personnel. Ensure continuity of patient care through effective handovers, ward rounds and maintenance of records. Liaise and communicate effectively with the multidisciplinary team and other departments within the hospital. Monitor compliance with clinical governance, patient safety and infection prevention and control standards. Manage Effectively the Utilization and Supervision of Resources Human Resources Coordinate staff allocation, duty rosters, leave schedules and shift management. Ensure adequate staffing levels to meet service delivery requirements. Monitor staff attendance, performance and conduct. Conduct performance reviews and support staff development. Implement labour relations policies, disciplinary procedures and grievance processes. Promote employee wellness and support programmes. Financial and Material Resources Monitor utilization of financial resources and promote cost-effective service delivery. Manage procurement and stock control of consumables and equipment. Ensure availability and maintenance of functional equipment. Participate in budget planning and provide input on resource requirements. Ensure proper control of medicines, including schedule drugs and ward stock. Monitor emergency trolley checks and equipment maintenance. Support Services Monitor cleaning, laundry, waste management and other support services within the unit. Ensure effective record keeping and communication systems. Coordinate the Provision of Effective Training and Research Facilitate orientation, induction and mentoring of newly appointed staff. Coordinate in-service training and continuous professional development activities. Support nursing education and clinical accompaniment of students. Identify training needs and promote learning opportunities for all categories of staff. Participate in evidence-based nursing practice and research activities. Maintain accurate training records and reports. Provide Effective Support to Nursing Services Assist with relief duties for Operational Managers and Nursing Managers when required. Participate in management meetings and quality improvement initiatives. Support implementation of strategic and operational plans within the O&G component. Promote teamwork and multidisciplinary collaboration. Maintain Professional Growth, Ethical Standards and Self-Development Uphold the Code of Conduct for the Public Service and South African Nursing Council. Maintain professional registration and competencies. Participate in continuous professional development activities. Promote Batho Pele principles and patient-centred care.

**ENQUIRIES
APPLICATIONS**

: Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. For Attention: Mr. M.F Mlambo. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE

: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be

clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 24 July 2026
- POST 24/179** : **OPERATIONAL MANAGER NURSING (SPECIALTY STREAM) REF NO: PMMH 03/2026 (X1 POST)**
Component: Orthopaedics
- SALARY** : R720 819 – R809 313 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
Professional Nurse Grade.1 Basic R425 qualification (i.e. Diploma/ Degree in General Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Orthopaedic nursing science, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing) Current registration with the SANC (2026) A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the above experience must be appropriate/recognisable experience in Orthopaedic Nursing Science after obtaining the post-basic qualification. Knowledge, Skills Training and Competencies Required: In-depth knowledge of nursing legislation, nursing ethics and professional practice. Knowledge of relevant legislation and policies including the Nursing Act, National Health Act, Occupational Health and Safety Act, Labour Relations Act, Public Service Regulations, Batho Pele Principles, Patients' Rights Charter and relevant Department of Health policies. Sound knowledge of Orthopaedic Nursing standards, protocols and clinical guidelines. Leadership, supervisory, planning, organisational and problem-solving skills. Ability to manage human, financial and material resources effectively. Good communication, interpersonal, conflict management and report-writing skills. Knowledge of Human Resource Management, Labour Relations and Performance Management Systems. Computer literacy in Microsoft Office applications. Ability to work effectively within a multidisciplinary team environment.
- DUTIES** : Provide leadership and ensure the provision of optimal, holistic specialised orthopaedic nursing care within a professional and legal framework. Plan, organise, coordinate and monitor nursing activities within the Orthopaedic Unit to ensure quality patient care. Supervise and support nursing personnel and ensure adherence to policies, protocols and standards of care. Ensure effective management and utilisation of human, financial and material resources within

the unit. Manage staff allocation, duty rosters, leave planning, performance management and staff development. Monitor and promote infection prevention and control practices, patient safety and quality improvement initiatives. Ensure availability, maintenance and proper utilisation of equipment and supplies. Monitor implementation of clinical governance programmes and quality assurance standards. Coordinate and facilitate orientation, in-service training, mentoring and continuous professional development of staff. Participate in research activities and promote evidence-based nursing practice. Compile and submit reports, statistics and other information as required. Promote and uphold Batho Pele Principles and Patients' Rights Charter. Collaborate with multidisciplinary teams to ensure efficient, cost-effective and equitable service delivery. Maintain professional growth, ethical standards and self-development. NB: Candidates must be prepared to work extended hours, weekends, public holidays and perform after-hours managerial duties when required by the service.

ENQUIRIES
APPLICATIONS

: Mrs I.F. Mpanza Tel No: (031) 907 8248
 : Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Moben, 4060. For Attention: Mr. M.F Mlambo. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE

: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 24 July 2026

<u>POST 24/180</u>	:	<u>OPERATIONAL MANAGER NURSING: (GENERAL STREAM) REF NO: PMMH 04/2026 (X1 POST)</u> Component: Outpatient Services
<u>SALARY</u>	:	R571 161 – R644 613 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital Operational Manager Nursing (General Stream) Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2026) Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendation Computer literacy Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient in outpatient services. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs R.M Abboo Tel No: (031) 907 8518 Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobezi, 4060. For Attention: Mr. M.F Mlambo. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.
<u>NOTE</u>	:	Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies . The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026.Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State

Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 24 July 2026
- POST 24/181** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 05/2026 (X1 POST)**
Component: Operating Theatre
- SALARY** : Grade 1: R495 423 – R571 161 per annum
Grade 2: R607 350 – R741 783 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification(i.e. Degree/Diploma)in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a “Professional Nurse” with Midwifery A post basic qualification in ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2026) 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. Experience **Grade 2:** a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating Theatre Nursing Science) after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework in the Operating Theatre. Effective utilization of resources. Participation in training and research. Provision of support to nursing services and multidisciplinary theatre teams. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is

**ENQUIRIES
APPLICATIONS**

cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

Mrs R.M Abboo Tel No: (031) 907 8518

Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeeni, 4060. For Attention: Mr. M.F Mlambo.

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE

Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

24 July 2026

POST 24/182

PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 06/2026 (X5 POSTS)

Component: Admission, Antenatal & Labour Ward

SALARY

Grade 1: R337 359 – R391 515 per annum

Grade 2: R411 978 – R478 116 per annum

Grade 3: R495 423 – R635 704 per annum

Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE
REQUIREMENTS**

Prince Mshiyeni Memorial Hospital

Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2026) Experience **Grade 1:** None Experience **Grade 2:** a minimum of 10 years

appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Nursing Act, Health Act, Occupational Health & Safety Act. Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; Report writing skills Knowledge Management; Planning & Organizing; Computer Literacy.

DUTIES

: Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality 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 a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES

: Mrs R.M Abboo Tel No: (031) 907 8518

APPLICATIONS

: Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Moberi, 4060. For Attention: Mr. M.F Mlambo. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE

: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026.Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not

being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 24 July 2026
- POST 24/183** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 07/2026 (X1 POST)**
Component: Neonatal
- SALARY** : Grade 1: R337 359 – R391 515 per annum
Grade 2: R411 978 – R478 116 per annum
Grade 3: R495 423 – R635 704 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2026) Experience **Grade 1:** None Experience **Grade 2:** a minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing
Knowledge, Skills Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Nursing Act, Health Act, Occupational Health & Safety Act. Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; Report writing skills Knowledge Management; Planning & Organizing; Computer Literacy.
- DUTIES** : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality 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 a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Moberi, 4060. For Attention: Mr. M.F Mlambo
Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.
- NOTE** : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference

number PMMH 01/2026. Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 24 July 2026
- POST 24/184** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 08/2026 (X1 POST)**
Component: Surgical
- SALARY** : Grade 1: R337 359 – R391 515 per annum
Grade 2: R411 978 – R478 116 per annum
Grade 3: R495 423 – R635 704 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
Diploma/ Degree in General Nursing that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2026) Experience **Grade 1:** None Experience **Grade 2:** a minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Nursing Act, Health Act, Occupational Health & Safety Act. Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; Report writing skills Knowledge Management; Planning & Organizing; Computer Literacy.
- DUTIES** : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality 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 a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays. Management reserves the

right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component.

**ENQUIRIES
APPLICATIONS**

: Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeni, 4060. For Attention: Mr. M.F Mlambo. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

NOTE

: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 24 July 2026

POST 24/185

: **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: PMMH 09/2026 (X1 POST)**
Component: Medical

SALARY

: Grade 1: R337 359 – R391 515 per annum
Grade 2: R411 978 – R478 116 per annum
Grade 3: R495 423 – R635 704 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital
: Diploma/ Degree in General Nursing that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2026) Experience **Grade 1:** None Experience **Grade 2:** a

minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** a minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Nursing Act, Health Act, Occupational Health & Safety Act. Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills; Report writing skills Knowledge Management; Planning & Organizing; Computer Literacy.

DUTIES

: Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality 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 a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES

: Mrs R.M Abboo Tel No: (031) 907 8518

APPLICATIONS

: Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeeni, 4060. For Attention: Mr. M.F Mlambo Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

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: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026.Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not

being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 24 July 2026
- POST 24/186** : **STAFF NURSE REF NO: PMMH 10/2026 (X1 POST)**
Component: Orthopaedics
- SALARY** : Grade 1: R229 440 – R256 671 per annum
Grade 2: R272 778 – R306 294 per annum
Grade 3: R319 071 – R391 515 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
Grade 12 Certificate. Enrolled Nurse Certificate. Current registration with the South African Nursing Council (SANC) 2026 as a Staff Nurse. Experience **Grade 1:** None Experience **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Experience **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Knowledge, Skills Training and Competencies Required: Knowledge of Public Service Policies, Acts, Regulations, Code of Conduct, Labour Relations Act, Batho Pele Principles and Patients' Rights Charter. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures. Good communication, writing, facilitation and interpersonal skills. Ability to function effectively as part of a multidisciplinary team. Basic understanding of clinical nursing care within a specialised unit.
- DUTIES** : Provide basic nursing care within the Orthopaedic Unit under supervision Assist Professional Nurses with patient care and procedures Maintain patient hygiene, comfort and safety Observe and report changes in patient condition Assist with admissions, transfers and discharges Maintain accurate records and reports Ensure adherence to infection prevention and control standards Work as part of a multidisciplinary team to ensure quality patient care NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Mobeeni, 4060. For Attention: Mr. M.F Mlambo Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.
- NOTE** : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026.Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers

and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 24 July 2026
- POST 24/187** : **STAFF NURSE REF NO: PMMH 11/2026 (X1 POST)**
Component: Admission, Antenatal & Labour Ward
- SALARY** : Grade 1: R229 440 – R256 671 per annum
Grade 2: R272 778 – R306 294 per annum
Grade 3: R319 071 – R391 515 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply) Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
Minimum Appointment and Experience Requirements: Grade 12 Certificate. Enrolled Nurse Certificate. Current registration with the South African Nursing Council (SANC) 2026 as a Staff Nurse. Experience **Grade 1:** None Experience **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Experience **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Knowledge, Skills Training and Competencies Required: Knowledge of Public Service Policies, Acts, Regulations, Code of Conduct, Labour Relations Act, Batho Pele Principles and Patients' Rights Charter. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures. Good communication, writing, facilitation and interpersonal skills. Ability to function effectively as part of a multidisciplinary team. Understanding of maternal, antenatal and labour ward basic nursing care principles.
- DUTIES** : Provide basic nursing care in the Admission, Antenatal and Labour Ward under supervision. Assist with monitoring of pregnant women and labouring mothers. Support Professional Nurses during deliveries and emergencies. Maintain patient hygiene, comfort and safety. Assist with admissions, observations and documentation. Report abnormalities promptly to Professional Nurses. Ensure adherence to infection prevention and control measures. Participate in team-based patient care delivery. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital Private Bag X07, Moberi, 4060. For Attention: Mr. M.F Mlambo. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: PrincemshiyeniHospital.HRJobApplication@kznhealth.gov.za for Nursing Posts and: Mxolisi.Mlambo@kznhealth.gov.za for Medical Post quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.
- NOTE** : Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The

amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 01/2026. Applications may also be submitted via the KZN e-Recruitment System, accessible at: www.kznonline.gov.za/kznjobs The system allows applicants to: a) View advertised posts b) Register using a valid email address and mobile number c) Complete and update personal profiles aligned to the Z83 d) Upload CVs and supporting documents (ID, qualifications, etc.) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 24 July 2026
- POST 24/188** : **PROFESIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: VRH 01/2026 (X1 POST)**
Component: Primary Health Care (Integrated School Health Programme)
- SALARY** : Grade 1: R337 359 – R391 515 per annum
Grade 2: R411 978 – R478 116 per annum
Grade 3: R495 423 – R625 704 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Vryheid District Hospital
- REQUIREMENTS** : Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Registration with the SANC as Professional Nurse with Midwifery. Current SANC receipt. Valid driver's license. **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Knowledge, Skills, Training and Competences Required: Problem solving and decision making. Health promotion and team building. Report writing and presentation skills. Good communication skills: Public speaking, listening and summarizing. Good Interpersonal skills. School Health Policy and Guidelines Relevant Health Programmes viz. HAST, MCWH, Healthy Lifestyle, Nutrition, Mental Health, Non- Communicable diseases. Sexuality Education. Batho Pele Principles. Legislation that guides practice. Nursing skills. Driving skills.
- DUTIES** : Offering a comprehensive integrated package of ISHP services. Basic health screening of learners as per ISHP policy. Ensuring prompt referrals to a higher level of care or to other sectors whilst working with the Ward Based Primary Health Care Outreach Teams. Ensure the implementation of the Integrated Multi stakeholder Health Promotion and Wellbeing Strategy in the Sub-District/District. Working with all relevant stakeholders ensure well-coordinated and successful HPV Campaigns at stipulated periods. Support all health campaigns as per sub-district/district plans. Working with all relevant

stakeholders support ECDs and qualifying schools in being accredited as being health promotion. Attend school health and other related forums to address relevant issues and ensure resolutions. Attend Sub-District and District Community Based Model meetings. Compile monthly and quarterly reports to all levels. Ensure accurate, consistent, complete and reliable data. Conduct data audits of all school health, HPV and other health campaigns. Offer support to the household champions in line with the CBM concept. Support the disclosure and adherence to short term or chronic treatment that learners are on. Support the Expanded Programme on Immunization: Administration of vaccines, Vitamin A, Deworming etc. Support the WBPHCOTs with growth monitoring and Family MUAC projects while working with the Community Health Workers. Fast track all investigations done e.g. sputum collection, blood specimens etc. Working with the sub-district Dental, Eye Care and School Health Teams coordinate outreach services to schools.

ENQUIRIES
APPLICATIONS

: Ms. ATS Sibiya Tel No: (034) 982 2111, Ext 5918
 : All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. 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 appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE

: 24 July 2026

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

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

- APPLICATIONS** : Applicants using electronic format must apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the Z83 application for employment form and forward to the below addresses.
- For Head office:** Polokwane; Mara Research Station; Tsoelike Research Station, Thulamela, Makhado Laboratory, Mokopane Laboratory, Lephalale Laboratory, Tompi Seleka College and Madzivhandila College: The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- Waterberg District:** The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: Cnr Thabo Mbeki and Limpopo Streets, Old NTK Buildings, Modimolle, 0510.
- Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.
- Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.
- Mopani District:** The Director Mopani District Limpopo Department of Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building, Giyani, 0826.
- Vhembe District:** The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or Physical address: Handed in at Makwarela Government offices.
- CLOSING DATE** : 07 August 2026 at 16:00 (walk-in) and 00:00 (online)
- NOTE** : It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be

disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. As per DPSA directive on human resources management and development for public service professionalization volume 1, "All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Note: All shortlisted candidates for SMS posts will be subjected to a technical exercise and structured interview. Following the technical exercise and structured interview, a maximum of three (3) recommended candidates shall undergo a psychometric assessment to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such upon appointment. Failure to comply with the above requirements will result in the disqualification of the application. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made based on the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: The full contents of the advertised posts will be posted on the following websites: www.ldard.gov.za; www.limpopo.gov.za and Departmental social media.

MANAGEMENT ECHELON

<u>POST 24/189</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: LDARD 1/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 317 384 per annum (Level 13), all-inclusive remunerative package. Head Office: Polokwane Grade 12 plus an appropriate undergraduate (NQF level 7) qualification in Public Management/ Administration/ Business Management/ Administration or equivalent as recognized by SAQA. Minimum of 5 years of experience at a

middle/senior managerial level. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Ability to develop a perspective of the department's vision, mission & strategy. Extensive knowledge and understanding of strategic planning processes. An understanding of corporate governance in all spheres of Government. Good background in turn around and change management strategy. Proven experience and thorough understanding of agriculture and rural development sector. Core Competencies: Strategic capability and leadership. People Management and empowerment, Programme and project management. Financial Management. Change and management. Process competencies: Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES : Manage, facilitate and coordinate strategic planning and policy coordination process. Establish, maintain and manage monitoring and evaluation systems for the department. Assess the impact of service delivery and ensure the implementation of programs aimed at improving service delivery. Provide advisory services to management pertaining to organisational development services. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 24/190 : **DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: LDARD 2/7/2026 (X1 POST)**

SALARY : R1 317 384 per annum (Level 13), all-inclusive remunerative package.
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification in Agriculture or equivalent as recognized by SAQA. Minimum of 5 years of experience at a middle/senior managerial level. A valid driver's license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, And Skills: Knowledge and understanding of the legislative framework, Acts and regulations governing the Public Service. Knowledge and understanding of agricultural extension and advisory regulations, policies and plans. Working experience and knowledge of agricultural environment. Working knowledge of HR, Financial management, supply chain and asset prescripts and policies. Core Competencies: Knowledge Management. Service delivery innovation, problem solving analysis. client orientation and customer focus, communication. Process competencies: Strategic capability and leadership. People Management and empowerment, Programme and project management. Financial Management. Change and management.

DUTIES : Facilitate the provision of agricultural extension support services. Ensure agricultural programmes coordination and linkages with stakeholders. Manage food security and poverty alleviation programmes. Establish and maintain good relations within the department and all stakeholders. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

OTHER POSTS

POST 24/191 : **DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (X3 POSTS)**

SALARY : R932 292 per annum (Level 11), all-inclusive remunerative package.
CENTRE : Waterberg South Central Ref No: LDARD 3/7/2026 (X1 Post)
 Mopani North Ref No: LDARD 4/7/2026 (X1 Post)
 Capricorn East Ref No: LDARD 5/7/2026 (X1 Post)

REQUIREMENTS : Grade 12 plus an undergraduate (NQF 7) qualification in agriculture or equivalent qualification as recognized by SAQA. Minimum of 5 years'

experience in Agricultural Environment of which 3 years must be at Assistant Director level. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, And Skills: Knowledge and understanding of the legislative framework, Acts and regulations governing the Public Service. Knowledge and understanding of agricultural extension and advisory regulations, policies and plans. Knowledge and understanding of Project Management. Working knowledge and understanding of financial management, supply chain and asset management policies and prescripts. Leadership & Management skills. Interpersonal relations. Communications skills. Conflict management skills. Policy analyzing and interpretation skills. Report writing skills. Presentation skills. Innovative, creative thinker. Management principles. Labour Relations skills Willingness to work under changing and difficult circumstances. Client focused strategist.

DUTIES : Manage the provision of crop and animal production services. Manage the coordination and provision of extension services & linkages with stakeholders. Manage the facilitation of farmer capacity development services. Manage the provision of administrative support service. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mopani District: Ms. Malatji MA and Matlou MT, Tel No: (015) 811 9837 or (015) 811 1189.
Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 1064/2523.
Capricorn District: Mr. Masera Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600.

POST 24/192 : **DEPUTY DIRECTOR: DISASTER RISK MANAGEMENT REF NO: LDARD 6/7/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), all-inclusive remunerative package
: Head Office: Polokwane
: Grade 12 plus an appropriate (NQF level 7) qualification in Disaster Management/ Agriculture/ Environmental Management sciences as recognized by SAQA. Minimum of 5 years' experience in Agricultural Disaster Risk Management environment of which 3 years must be at Assistant Director level. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts, and application of public services as well as understanding of the legislative framework governing the Public Service. Sound and in-depth knowledge of Agricultural Disaster Management. Proven management competencies and experience. Action-oriented and results-driven. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Thorough understanding of policy formulation and co-ordination. Strategic capability & Leadership. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Policy analysing skills. Report writing skills.

DUTIES : Provide management on early warning system tools for effective planning and implementation of disaster risk reduction programs. Manage post disaster recovery, rehabilitation and disaster relief scheme. Provide management on capacity building, conduct awareness programmes, and participate on the relevant climate change and disaster risk management structures. Manage the implementation of climate change programs to ensure compliance in support of disaster risk management policies. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 24/193 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND UTILIZATION REF NO: LDARD 7/7/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), all-inclusive remunerative package.
: Head Office: Polokwane
: Grade 12 plus an appropriate NQF level 6 qualification in Human Resource Management, Public Management/ Administration or equivalent qualification as recognised by SAQA. Certificate PERSAL Training / Certificate. Minimum of 5 years' experience in HRM environment of which 3 years must be at Assistant

		Director level. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, And Skills: Computer Literacy. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on human resource provisioning and utilisation. Presentation Skills. Report Writing Skills. Communication Skills. Problem Solving Skills. Negotiation Skills. Creativity and Innovation. Time Management. Computer Skills.
<u>DUTIES</u>	:	Manage development of recruitment plan. Manage recruitment and selection processes. Manage transfers and translations. manage the coordination of salary packages for SMS and MMS restructuring. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/194</u>	:	<u>DEPUTY DIRECTOR: AGRIBUSINESS DEVELOPMENT REF NO: LDARD 8/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive remunerative package.
<u>CENTRE</u>	:	Mopani District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF Level 8 qualification in Agricultural Economics or equivalent qualification as recognised by SAQA. Minimum of 5 years relevant experience required of which 3 years' experience must be at an Assistant Director level. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, And Skills: Computer skills (advanced). Statistical skills. Negotiation skills (advanced). Knowledge of economic and financial (advanced) analytical techniques. Communication/presentation skills (advanced).
<u>DUTIES</u>	:	Manage the rendering of services in the agricultural and agribusiness sector. Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment (e.g. resources, production, marketing, reform, macroeconomics, farm management, agricultural business, international trade and investment, business support, rural development etc.). Manage the analysis/identification of economic questions/challenges in a specific environment/situation (specific districts/areas, a specific industry, specific events/circumstances) pertaining to legislation/strategy/policy/initiatives/interventions. Manage the application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios. Initiate, design and manage the compilation of the final output eg. reports, position papers, information documents, policy documents, strategies, populated databases, international agreements. Manage the implementation of trade initiatives, negotiations and policies. Manage the provision of advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Manage the development, monitoring and evaluation of business plans. Establish and maintain a network for liaison with economic/agricultural analysis institutions. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/195</u>	:	<u>DEPUTY DIRECTOR: LANDCARE AND LANDUSE MANAGEMENT REF NO: LDARD 9/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive remunerative package.
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 7 qualification in Soil Science/Land Use Planning/ Agricultural Management/ Environmental Management or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 5 years' experience in Land Care and Land Use environment of which 3 years must be at Assistant Director level. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies And Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the

- legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience of, and insight into legislation which impacts on Land Care and Land Use. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development. Good Communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills.
- DUTIES** : Manage and monitor the provision of integrated sustainable Land Use planning in accordance with CARA and SALA/ PDALA. Manage and monitor the implementation of Landcare programme. Monitor and coordinate the implementation of soil conservation. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/196** : **DEPUTY DIRECTOR: EPWP REF NO: LDARD 10/7/2026 (X1 POST)**
- SALARY** : R932 292 per annum (Level 11), all-inclusive remunerative package.
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Natural Resource Management / Environmental Management / Project Management / Agricultural Management or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 5 years post qualification experience of which three (3) must be Assistant Director level in EPWP environment. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of Natural Resource Management and Environmental Management. Understanding of governmental service delivery environment, teamwork, PFMA, LRA, IDPS, LEGDP, land care, conflict Resolution, Community development. Project Management. Good interpersonal relations; Computer proficiency; Report writing; Negotiation skills; People Management; Financial Management; Problem Solving; Planning & organizing; Time Management; Strategic Planning; Policy analysis and development. Good Communication skills; Group dynamics; Diversity management; Facilitation skills.
- DUTIES** : Manage the coordination of EPWP functions to sector departments and municipalities. Manage the reporting of job opportunities created through EPWP within the departmental programmes. Manage coordination of the development and implementation of sector training and capacity building plans. Manage coordination on the rehabilitation of agricultural land through EPWP interventions. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/197** : **REGISTRAR REF NO: LDARD 11/7/2026 (X1 POST)**
(Twelve months fixed contract)
- SALARY** : R932 292 per annum (Level 11), all-inclusive remunerative package.
CENTRE : Madzivhandila College
REQUIREMENTS : Matric certificate plus an appropriate NQF Level 8 qualification in Public Administration/ Management or equivalent relevant qualification as recognised by SAQA. Minimum 3-5 years' appropriate management experience. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Good Communication Skills. Good knowledge of the Agricultural training. Planning & Organizing skills. All relevant legislative frameworks governing Education and Training Institutions. Formal training and presentation skills. Computer proficiency skills will be tested.
- DUTIES** : Proper management of student information. Manages efficient use of college properties and infrastructure by students. Supervises all learner processes from enrolments to graduation. Provision of secretariat services. Performs the essential roles of supporting, facilitating, and promoting the academic mission of the College. Manage and foster adherence to college policies.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

- POST 24/198** : **GIS PROFESSIONAL GRADE A REF NO: LDARD 12/7/2026 (X1 POST)**
- SALARY** : R791 604 per annum, (OSD), all-inclusive remunerative package.
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an undergraduate 4-year B degree (NQF Level 7) qualification in GISc or appropriate tertiary qualification as recognized by South African Qualifications Authority (SAQA) in GISc. Three (03) years post qualification GISc professional experience required. Current registration with PLATO is compulsory. Valid driver's license (with the exception of the people with disabilities). Knowledge, Competencies and Skills: Technical: Programme and project management. GIS, legal and operational compliance and GIS Implementation. Standards development. Policy formulation. GIS operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Systems skills. Spatial modelling design and analysis knowledge. Research and development. GIS applications. Creating high performance culture. Technical consulting. Professional judgment. Accountability. Generic: Strategic management and direction. Problem solving and analysis. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Language proficiency. Knowledge management. Negotiation skills and Change management.
- DUTIES** : Provide GISc to support institutional decision making. Policy making and institutional strategic guidance. Conduct Research. Project and Financial Management.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/199** : **QUALITY ASSURANCE MANAGER REF NO: LDARD 13/7/2026 (X1 POST)**
(Twelve months fixed contract)
- SALARY** : R605 742 per annum (Level 10); plus 37% in lieu
CENTRE : Madzivhandila College
REQUIREMENTS : Grade 12 plus an appropriate NQF Level 8 qualification in Public Administration / Public Management / Business Administration / Quality Assurance / Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 6 years lecturing experience. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of policy formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Computer skills. Good knowledge of the subject fields. Planning & Organising Skills. Formal Training and Presentation skills. Relevant quality assurance certification.
- DUTIES** : Ensure quality planning is conducted. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administration and related functions.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/200** : **CONTROL VETERINARY TECHNOLOGIST REF NO: LDARD 14/7/2026 (X1 POST)**
- SALARY** : R605 742 per annum (Level 10)
CENTRE : Makhado Laboratory
REQUIREMENTS : Grade 12 plus an appropriate postgraduate NQF level 6 qualification in Veterinary Technology or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 6 years relevant experience. Registration with the South African Veterinary Council. A Valid driver's license (with the exception of people with disabilities). Knowledge, Competencies and Skills: Sound and in-depth Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service. Computer skills. Quality management skills. Managerial and supervisory skills.

- DUTIES** : Undertake more advanced Veterinary Laboratory Diagnostic testing. Coordinate and supervise the activities of the Veterinary Technologists in the Laboratory. Ensure that Veterinary Technologists populate data bases with the latest information (e.g. LIMS) to provide national and provincial veterinary statistics. Act as Quality Control Officer for the Laboratory. 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. To perform all administrative and related functions.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/201** : **CONTROL AGRICULTURAL RESOURCE TECHNICIAN REF NO: LDARD 15/7/2025 (X1 POST)**
- SALARY** : R605 742 per annum (Level 10)
CENTRE : Mopani North
REQUIREMENTS : Grade 12 plus an appropriate National Engineering Diploma (NQF Level 6) qualification or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the Engineering Council of South Africa. Minimum of 6 years appropriate experience. A Valid driver's license (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge in surveying and design of all engineering type of projects (contours, waterways, stock watering systems, irrigation systems, subsurface draining systems, water run off control, conservation farm planning and the design of farm animal housing). Knowledge of spreadsheets, computerized and/or farm planning. Good Labour relations. Good interpersonal skills. Capacity building within communities. Determine the potential of soils for irrigation.
- DUTIES** : Manage and control the planning and design of conservation structures in compliance with environmental and conservation legislation. Co-ordination of projects (including inter alia projects funded by Land Care and CASP). Manage and control the prescribed administration of financial aid schemes (e.g. the soil conservation subsidy scheme) with regard to the conservation of natural resources and the implementation of norms and standards as prescribed by the National Department of Agriculture. Manage and control extension services on land care. 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 technical service. Perform administrative and related functions.
- ENQUIRIES** : Ms. Malatji MA and Matlou MT, Tel No: (015) 811 9837 or (015) 811 1189.
- POST 24/202** : **SENIOR AGRICULTURAL ECONOMIST: AGRO-PROCESSING VALUE ADDITION SERVICES REF NO: LDARD 16/7/2026 (X1 POST)**
- SALARY** : R605 742 per annum (Level 10)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate Hons degree qualification or equivalent qualification with Economics and/or Agricultural Economics as major subjects or equivalent qualification as recognised by SAQA. Minimum of 3 years' relevant experience required at an Assistant Director level. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Computer skills (advanced). Statistical skills. Negotiation skills (advanced). Knowledge of economic and financial (advanced) analytical techniques. Communication/presentation skills (advanced).
- DUTIES** : Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment. Undertake and oversee the analysis / identification of economic questions / challenges in a specific environment / situation (specific districts/areas, a specific industry, specific events/circumstances) pertaining to legislation / strategy / policy / initiatives / interventions. Undertake and oversee the application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios. Undertake and oversee the compilation of the final output e.g. reports, position papers, information documents, policy documents, populated databases etc. Undertake and oversee the provision of advice to internal & external stakeholders on the impact of forecasts for

- decision-making, initiatives and/or interventions within a specific environment. Undertake and oversee the development and evaluation of business plans. Establish and maintain a network for liaison with economic/agricultural analysis institutions. Perform administrative and related functions.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/203** : **ASSISTANT DIRECTOR: RURAL DEVELOPMENT COORDINATION REF NO: LDARD 17/7/2026 (X1 POST)**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate postgraduate (NQF level 8) qualification in Agriculture or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 2-3 years' experience in Agriculture/Rural Development. A Valid driver's license (with the exception of people with disabilities). Knowledge, Competencies and Skills: Sound and in-depth Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience in: Rural development practices, principles, directives, legislations, etc. People management. Assessment of agricultural land. Policy analysis and development. Communication skills. Leadership skills. Map reading and interpretation.
- DUTIES** : Conduct integrated rural development initiatives. Conduct social facilitation and participatory community development services. Coordinate land reform projects development initiatives. Facilitate the training of state land and land reform beneficiaries.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/204** : **ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (X3 POSTS)**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Mopani District Ref No: LDARD 18/7/2026 (X1 Post)
 Capricorn District Ref No: LDARD 19/7/2026 (X2 Posts)
REQUIREMENTS : Grade 12 plus an appropriate postgraduate NQF level 7 qualification in Agriculture or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 3-5 years' experience in Rural Development of which 3 years must be at Supervisory level. A Valid driver's license (with the exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999), Division of Revenue Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997) Dora Act, Policies and Strategies: APAP, RAAVC, Limpopo Development Plan. National Policy on Comprehensive Producer Development Support. Communication skills. Client orientation and customer focus. Knowledge Management. Service delivery innovation. Change management. Financial Management for Non-Financial Managers.
- DUTIES** : Coordinate agricultural development support programs. Coordinate social facilitation and participatory community development services. Coordinate land reform development initiatives. Promote knowledge transfer and skills development.
- ENQUIRIES** : Mopani District: Ms. Malatji MA and Matlou MT, Tel No: (015) 811 9837 or (015) 811 1189.
 Capricorn District: Mr. Masera Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600.
- POST 24/205** : **LAND USE PLANNER REF NO: LDARD 20/7/2026 (X1 POST)**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Sekhukhune District
REQUIREMENTS : Grade 12 plus an appropriate NQF Level 6 National Diploma qualification in Land Use Planning, Agricultural Management (Soil Science, Pasture Science),

Urban and Regional Planning, Environmental Management or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3-5 years relevant experience in Land Care and Land Use environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Conservation of Agricultural. Experience of, and insight into legislation which impacts on Land Care and Land Use Management (Resources Act (CARA), Spatial Planning and Land Use Management Act (SPLUMA), National Environmental Management Act (NEMA). Disaster Management Act. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Presentation skills. Coordination skills.

DUTIES : Conduct and implement the assessment of agricultural land suitability, land capability and spatial planning analysis. Implementation of agricultural land use planning, management and compliance in line with applicable legislative framework in agricultural land management Conservation of Agricultural Resources Act (CARA), National Environmental Management Act (NEMA), Spatial Planning and Land Use Management Act (SPLUMA) and Preservation and Development of Agricultural land Act (PDALA). Implementation of project planning & goal setting. Coordinate stakeholders engagement.

ENQUIRIES : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.

POST 24/206 : **SENIOR AGRICULTURAL ADVISOR/ SENIOR LECTURE-ANIMAL PRODUCTION (X2 POSTS)**

SALARY CENTRE : R487 197 per annum (Level 09)
: Tompi Seleka College Ref No: LDARD 21/7/2026 (X1 Post)
: Madzivhandila College Ref No: LDARD 22/7/2026 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate 4 year BSc. degree or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 6 years appropriate experience. Registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body is compulsory. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills.

DUTIES : Ensure that classes are conducted by supervisees. Develop and implement the academic curriculum for the subject field. Conduct classes. Ensure that a student affairs service is provided. Perform and oversee administrative and related functions. Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 24/207 : **ASSISTANT DIRECTOR: ACADEMIC REGISTRAR AND HUMAN RESOURCE SERVICES (X2 POSTS)**

SALARY CENTRE : R487 197 per annum (Level 09)
: Tompi Seleka College Ref No: LDARD 23/7/2026 (X1 Post)
: Madzivhandila College Ref No: LDARD 24/7/2026 (X1 Post)

REQUIREMENTS : Grade 12 plus a minimum relevant NQF level 6 in Human Resource management, Public Administration/ Management qualification or equivalent appropriate tertiary qualification as recognized by SAQA. Successful completion of PERSAL administration. A minimum of 3 years' experience at a supervisory level. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, And Skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Knowledge of PERSAL. Program and project Management skills. Financial Management skills. Change Management skills. Communication skills. Conflict Management skills. Report writing skills.

<u>DUTIES</u>	:	Facilitate human resource provisioning. Facilitate conditions of service. Facilitate human resource development & transformation. Facilitate personnel (HR) and general records services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/208</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: LDARD 25/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Head Office: Polokwane
	:	Grade 12 plus an appropriate recognised (NQF 6) National Diploma / Degree qualification in Information Studies / Management / Public management / Administration or equivalent appropriate tertiary qualification as recognized by SAQA. Successful completion of PERSAL administration. Minimum of 3-5 years' experience in information and knowledge management and library. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, And Skills: Sound and in-depth knowledge of relevant prescripts and applications of information and knowledge management as well as understanding of the legislative framework governing the Public Service. Thorough understanding of policy analysis.
<u>DUTIES</u>	:	Facilitate implementation of information and knowledge services. Facilitate the management of information repository. Integrate departmental information. Render library services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/209</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 26/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Capricorn District
	:	Grade 12 plus an appropriate qualification NQF 6 level in Supply Chain Management, Purchasing Management, Procurement, Logistics or Financial Management or equivalent qualification as recognized by SAQA. Minimum of 3-5 years proven experience in Supply Chain Management at supervisory level. A valid driver's licence (with exception of persons with disabilities). Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts and applications of Supply Chain and Asset Management as well as understanding of the legislative framework governing the Public Service i.e.. Public Finance Management Act, Public Service Act, PPPFA, Treasury Regulations, etc. Program and Project Management Skills, Financial Management Skills, Communication Skills, Policy Analysing skill and Report writing skills
<u>DUTIES</u>	:	Provide demand management services. Manage acquisition and purchasing services. Manage asset management services. Manage transport services. Render stores and warehousing services. Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislations.
<u>ENQUIRIES</u>	:	Mr. Maseru TN Tel No: (015) 632 8625, Ms. Matlou MT Tel No: (015) 632 8600 or Mr. Mphahlele STG Tel No: (015) 632 8600.
<u>POST 24/210</u>	:	<u>AGRICULTURAL ECONOMIST REF NO: LDARD 27/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Mopani West
	:	Grade 12 plus an appropriate Hons degree or equivalent qualification with Economics and/or Agricultural Economics as major subjects or equivalent appropriate qualification as recognised by SAQA. Valid driver's license (with the exception of people with disabilities). Knowledge, Competencies, And Skills: Computer skills (advanced). Statistical skills. Negotiation skills

- (advanced). Knowledge of economic and financial (advanced) analytical techniques. Communication/presentation skills (advanced).
- DUTIES** : Continuous in-depth study / research of developments / patterns / trends in a specific agricultural environment. Analyse / identify economic questions / challenges in a specific environment/situation (specific districts / areas, a specific industry, specific events/circumstances) pertaining to legislation / strategy / policy / initiatives / interventions. Undertake/conduct analysis, apply, adapt and/or develop models based on the current situation to forecast/project possible scenarios. Compile the final output e.g. reports, position papers, information documents, policy documents, populated databases etc. Provide advice to internal & external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Develop and evaluate business plans. Establish and maintain a network for liaison with economic/agricultural analysis institutions. Perform administrative and related functions.
- ENQUIRIES** : Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
- POST 24/211** : **VETERINARY PUBLIC HEALTH OFFICER REF NO: LDARD 28/7/2026 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Head Office: Polokwane
: Grade 12 plus an appropriate NQF level 6 qualification in Environmental Health / Animal Health / Veterinary Public Health or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 1-2 years appropriate experience within Veterinary Public Health environment. Valid registration with the relevant Health Professions Council for South Africa (HPCSA) / South African Veterinary Council is compulsory. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Computer literate. Knowledge of Quality management system. Investigation skills. Diagnostic skills. Communication skills. Report writing. Analytical skills. Interpretation skills. Interpersonal Skills.
- DUTIES** : Conduct inspection of abattoir / slaughter facilities. Conduct veterinary public health training and awareness. Conduct audits of slaughter facilities. Perform administrative and related functions.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/212** : **VETERINARY TECHNOLOGIST REF NO: LDARD 29/7/2026 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Mokopane Laboratory
: Grade 12 plus an undergraduate National Diploma in Veterinary Technology or equivalent appropriate tertiary qualification as recognized by SAQA. Registration with the South African Veterinary Council is recommended. No experience required. Valid driver's license (with the exception of people with disabilities). Knowledge, Competencies and Skills: Computer skills. Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.
- DUTIES** : Render a Veterinary Laboratory Testing 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. Promotion of a safe laboratory environment.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/213** : **AGRICULTURAL ADVISOR (X38 POSTS)**
- SALARY CENTRE** : R413 001 per annum (Level 08)
: Capricorn East Ref No: LDARD 30/7/2026 (X3 Posts)
: Capricorn Northwestern Ref No: LDARD 31/7/2026 (X3 Posts)
: Sekhukhune South Central Ref No: LDARD 32/7/2026 (X4 Posts)

Sekhukhune West Ref No: LDARD 33/7/2026 (X1 Post)
 Sekhukhune East Ref No: LDARD 34/7/2026 (X1 Post)
 Vhembe East Ref No: LDARD 35/7/2026 (X1 Post)
 Vhembe West Ref No: LDARD 36/7/2026 (X2 Posts)
 Vhembe Far North Ref No: LDARD 37/7/2026 (02 Posts)
 Vhembe Central Ref No: LDARD 38/7/2026 (09 Posts)
 Waterberg North Ref No: LDARD 39/7/2026 (01 Post)
 Waterberg West Ref No: LDARD 40/7/2026 (X1 Post)
 Waterberg South Central Ref No: LDARD 41/7/2026 (X1 Post)
 Waterberg East Ref No: LDARD 42/7/2026 (X1 Post)
 Mopani West Ref No: LDARD 43/7/2026 (X2 Posts)
 Mopani East Ref No: LDARD 44/7/2026 (X2 Posts)
 Mopani North Ref No: LDARD 45/7/2026 (X4 Posts)

REQUIREMENTS

: Grade 12 plus an appropriate NQF Level 8 qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with a South African Council Natural Scientific Professions National professional body (SACNASP) or other applicable and recognised statutory body is compulsory. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge of agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.

DUTIES

: To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers and commodity groups to ensure self-reliance. Provide advice on various subjects like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as farmers' databases. Compile and submit monthly and quarterly reports. Keep up to date regarding applicable prescripts, policies, procedures, and advisory technology services. Implement programmes such as CASP, Letsema, Land care.

ENQUIRIES

: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
 Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 1064/2523.
 Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189.
 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
 Capricorn District: Mr. Masera Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600.

POST 24/214

: **SENIOR LABOUR RELATIONS PRACTITIONER: EMPLOYEE RELATIONS REF NO: LDARD 46/7/2026 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)
 : Head Office: Polokwane
 : Grade 12 plus an appropriate NQF 6 qualification in Labour relations or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 1-2 years' experience in labour relations field. A valid driver's licence (with the exception of people with disabilities). Knowledge,

		Competencies and Skills: Knowledge and understanding of legislative frameworks, policies, Acts and regulations that governs public service. Knowledge of Labour relations policies, practices and procedures. Knowledge of PERSAL. Investigation skills. Strong communication skills. Report writing skills. Problem analysis and analytical thinking. Investigation skills. Negotiation skills. Presentation skills. Computer literacy.
<u>DUTIES</u>	:	Handling of misconduct cases. Handling of employee grievances. Handle disputes. Conduct workshop on labour relations matters. Providing labour relations and advisory services.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/215</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 47/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Sekhukhune District Grade 12 plus an appropriate NQF level 6 qualification in Supply Chain Management / Assets Management, Logistics Management, Transport Management or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 2-3 years' experience in Transport Management, Stores and Warehousing, Supply Chain and Asset Management environment. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills.
<u>DUTIES</u>	:	Facilitate the provision of asset management services. Facilitate transport services. Render stores and warehousing services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
<u>POST 24/216</u>	:	<u>SENIOR STATE ACCOUNTANT: ACQUISITION MANAGEMENT REF NO: LDARD 48/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Head Office: Polokwane Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Purchasing Management, Supply Chain Management and Logistics Management or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 3 -5 years' experience in Acquisition Management / Supply Chain Management. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Understanding Procurement Regulations, policies, Procurement strategies, Framework and Acts. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills. Presentation skills. Coordination skills. Change Management skills. Communication skills. Conflict Management skills. Presentation and Report writing skills.
<u>DUTIES</u>	:	Advertise bids and price quotations. Facilitate bids evaluation meetings. Conduct physical verification. Facilitate adjudication of bids and price quotations.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/217</u>	:	<u>SENIOR STATE ACCOUNTANT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 49/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Waterberg District
	:	Grade 12 plus an appropriate NQF level 6 qualification in Supply chain management, Logistics management and Purchasing Management or equivalent appropriate tertiary qualification as recognized by SAQA. Minimum of 2-3 years' experience in supply chain and management. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills.
<u>DUTIES</u>	:	Provide demand management services. Provide acquisition management services. Provide purchase management services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 1064/2523.
<u>POST 24/218</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE SERVICES REF NO: LDARD 50/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Vhembe District
	:	Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Human Resource Management, Public Management/ Administration or equivalent qualification as recognised by SAQA. PERSAL Training / Certificate. Minimum of 2-3 years' experience in Human Resource Management environment. Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Pension Law Act, Basic Conditions of Employment Act. Experience of, and insight into legislation which impacts on Human Resource Management. Proven extensive experience in: -Human Management. Thorough understanding of policy analysis. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development. Good Communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills.
<u>DUTIES</u>	:	Provide human resource provisioning and utilisation. Provide conditions of service. Provide human resource planning and information. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
<u>POST 24/219</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RESEARCH STATIONS REF NO: LDARD 51/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Mara Research Station
	:	Grade 12 plus an Appropriate undergraduate (NQF level 6) qualification in National Diploma / Public Management /Administration / Human Resource management or equivalent qualification as recognised by SAQA. Minimum of 3-5 years' experience in administration / clerical. Knowledge, Competencies and Skills: Knowledge of relevant prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis. Good Communication skills. Facilitation skills.
<u>DUTIES</u>	:	Render financial administration services. Handle office support services. Handle information management services. Render human resource management and development services. Provide transformation services. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

<u>POST 24/220</u>	:	<u>ARTISAN FOREMAN REF NO: LDARD 52/6/202 (X1 POST)</u>
<u>SALARY</u>	:	R397 329 per annum, (OSD)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	Grade 12 plus a recognized trade certificate. Six years post qualification experience as an Artisan. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Technical: Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Generic: Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication skills. Computer skills. Planning, organizing and execution. Language proficiency. Listening skills. Insight. Diversity Management. Conflict Management.
<u>DUTIES</u>	:	Design. (Manage) Supervise and produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipments and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipments and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related function. Human and Capital Resource Management. Maintain and advance expertise.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/221</u>	:	<u>GIS TECHNICIAN (PRODUCTION) GRADE A REF NO: LDARD 53/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R407 337 per annum, (OSD)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus a Diploma in GISc, Cartography or equivalent qualification as recognised by SAQA. A minimum of 3-year post qualification GISc Technician experience. Compulsory registration with PLATO. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Technical: Understanding of GIS applications and spatial data queries. Theory, principles, and practices of GIS standards. Knowledge and capabilities of different GIS software's. Understanding of technologies such as GPS, Photogrammetry and Remote Sensing, Projections, Principles of Cartography. Generic: Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer service. Communication and interpersonal skills. Advanced Computer skills. Planning, organising and execution. Language Proficiency. Project Management.
<u>DUTIES</u>	:	To support the management of GIS information in the SIM component and in specific departmental GIS projects. To support GIS end-users. GIS incident response. To support administrative procedures in the SIM component. Contribute to the good management of the directorate. Perform technical GISc activities. Maintain GIS unit Effectiveness. People management. Functional requirement analysis.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/222</u>	:	<u>ADMINISTRATIVE OFFICER: HR TRAINING AND DEVELOPMENT REF NO: LDARD 54/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF Level 6 appropriated tertiary qualification in Human Resource Development / Human Resource Management or relevant equivalent qualification as recognized by SAQA. Minimum of 1-2 years' Experience in Human Resource Development/ Management. Knowledge, Competencies and Skills: Deep knowledge of Human Resource Training and Development. Knowledge of public service Act, policies and procedures. Knowledge of public Finance management. Knowledge of Skill development

		Act. Financial solving. Planning & organizing. Time management. Policy analysis. Good communication skills. Facilitation skills. Co-ordination skills.
<u>DUTIES</u>	:	Facilitate the skills programme. Implement Learnership/RPL, internships, experiential and AET programs. Administer bursaries. Provide induction and orientation program.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/223</u>	:	<u>REGISTRY CLERK (SUPERVISOR) REF NO: LDARD 55/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 plus an NQF Level 6 appropriated qualification in Records Management/ Public Management/ Administration/ Archival Studies/ Library and Information Management or equivalent qualification as recognized by SAQA. Minimum of 3 – 5 years' experience required. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies And Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise employees to ensure sound records management.
<u>ENQUIRIES</u>	:	TMs Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/224</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITIES AND RECORD MANAGEMENT REF NO: LDARD 56/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF 6 level in Public Management/ Administration/Facilities Management or equivalent qualification as recognized by SAQA. A minimum of 2-3 years proven experience in Facilities management. A valid driver's licence (with exception of persons with disabilities). Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, PFMA. Ability to source and analyse information. Organisational Communication Effectiveness. Problem Analysis. Self-Management. Budgeting and Financial Management. Customer Focus and Responsiveness. Developing Others. Planning and Organising skills. Problem Solving and Decision-Making. Project Management. Team Leadership.
<u>DUTIES</u>	:	To provide office accommodation. Facilitate office automation/ equipment. Facilitate maintenance services. Facilitate cleaning services. Administer switchboard operations. Processing of payments of contractual obligations Supervise subordinates and utilise resources (Human and Physical) in accordance with relevant directives and legislations.
<u>ENQUIRIES</u>	:	Mr. Maseru TN Tel No: (015) 632 8625, Ms. Matlou MT Tel No: (015) 632 8600 or Mr. Mphahlele STG Tel No: (015) 632 8600.
<u>POST 24/225</u>	:	<u>FARM MANAGER REF NO: LDARD 57/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Madzivhandila College
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate (NQF level 6) qualification in Farm Management or relevant equivalent qualification as recognized by SAQA. Minimum of 3 Months appropriate experience required. Knowledge, Competencies And Skills: Computer skills. Basic supervisory skills. Knowledge of relevant

		prescripts and applications of supply chain and assets management as well as understanding of the legislative framework governing the Public Service. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Good Communication skills. Facilitation skills. Ability to work in a highly pressured environment.
<u>DUTIES</u>	:	Manage natural resources. Manage the day-to-day agricultural activities. Implement new infrastructure projects and maintain existing infrastructure eg. farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes. Perform all administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/226</u>	:	<u>AGRICULTURAL RESOURCE TECHNICIAN (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Mopani East Ref No: LDARD 58/7/2026 (X1 Post)
	:	Capricorn East Ref No: LDARD 59/7/2026 (X1 Post)
	:	Waterberg East Ref No: LDARD 60/7/2026 (X2 Posts)
	:	Mopani North Ref No: LDARD 61/7/2026 (X1 Post)
	:	Sekhukhune East Ref No: LDARD 62/7/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an Appropriate (NQF level 6) qualification in Engineering/ Environmental Sciences / Agricultural Sciences/ Land Use Planning/ Agricultural Management or relevant equivalent qualification as recognized by SAQA. Compulsory registration with the Engineering Council of South Africa. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Conservation of Agricultural Resources Act (CARA). Spatial Planning and Land Use Management Act (SPLUMA). National Environmental Management Act (NEMA). Disaster Management Act. Climate Change and sustainable agricultural principles. Planning & organizing. Time Management. Technical report writing. Communication and facilitation skills. Coordination skills. Data collection and analysis. Stakeholder engagement. Monitoring and evaluation.
<u>DUTIES</u>	:	Provide technical support in integrated sustainable land use planning in accordance with CARA and SALA/ PDALA. Implement landcare programme. Facilitate and implement soil conservation works. Provide administration, reporting and stakeholder coordination.
<u>ENQUIRIES</u>	:	Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 1064/2523. Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189 Capricorn District: Mr. Masera Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600.
<u>POST 24/227</u>	:	<u>LABORATORY TECHNICIAN REF NO: LDARD 63/7/2026 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Tompi Seleka College
	:	Grade 12 plus an appropriate NQF level 6 qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Report writing skills. Computer skills. Analytical Skills. Attention to details.
<u>DUTIES</u>	:	Render an analytical laboratory service. Analyze samples (soil, feed, plant, water). Assist with the development of new analytical procedures. Perform all administrative and related functions. 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 service.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 24/228 : **LABORATORY TECHNICIAN: WET AND PHYSICAL REF NO: LDARD 64/7/2026 (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Madzivhandila College
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, And Skills: Excellent interpersonal, communication and negotiation skills. Time management. Report writing skills. Computer skills. Analytical Skills. Attention to details.

DUTIES : Render an analytical laboratory service. Analyze samples (soil, feed, plant, water). Assist with the development of new analytical procedures. Perform all administrative and related functions. 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 service.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 24/229 : **LABORATORY ANALYST REF NO: LDARD 65/6/2025 (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Tompi Seleka College
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 qualification in Bsc in Agriculture Soil Science or equivalent appropriate tertiary qualification as recognised by SAQA. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Knowledge of Policies governing Students. Knowledge of Act on Higher Education. Quality control. ISO-17025 standards. Good laboratory practice. Project management. Computer skills. Supervisory and management skills. Formal training and presentation skills. Program and project Management skills. Change Management skills. Communication skills. Conflict Management skills. Report writing skills. Analytical skills.

DUTIES : Analyze samples (soil, feed, plant, water). Assist with the development of new analytical procedures. Perform all administrative and related functions. Provide technical support and stakeholder assistance service.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 24/230 : **FARM FOREMAN (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Towoomba Research Station Ref No: LDARD 66/7/2026 (X1 Post)
Mara Research Station Ref No: LDARD 67/7/2026 (X1 Post)
REQUIREMENTS : Basic literacy and numeracy (ABET level 3 – Grade 7) or an equivalent appropriate qualification as recognized by SAQA. Minimum of 6 years' experience required. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skill: Excellent interpersonal, communication and negotiation skills. Time management. Report writing skills. Computer skills. Analytical Skills. Attention to details.

DUTIES : Oversee the execution of routine activities in respect of crop production. Oversee the execution of routine activities in respect of livestock. Oversee the execution of general routine activities. Oversee the execution of general routine activities in respect of infrastructure. Perform all administrative and related functions.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.

POST 24/231 : **HUMAN RESOURCE CLERK: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: LDARD 68/7/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Exposure in Performance Management and Development System and related field will be an added advantage. Knowledge, Competencies and Skill: Knowledge of registry duties. Ability to capture data. Ability to operate computer. Understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer. Planning. Language. Good verbal and written communication skills. Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Facilitate PMDS workshops. Receive and record the submission of PMDS documents. Implement PMDS outcomes. Handle competency assessment for SMS members. Handling grade progression for Non-OSD and OSD employees.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/232</u>	:	<u>REGISTRY CLERK: GENERAL RECORDS REF NO: LDARD 69/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Head Office: Polokwane
	:	Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate / Qualification in Public Management/ Administration and Records Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skill: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.
<u>DUTIES</u>	:	Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/233</u>	:	<u>REGISTRY CLERK (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Capricorn District Ref No: LDARD 70/7/2026 (X1 Post)
	:	Sekhukhune District Ref No: LDARD 71/7/2026 (X1 Post)
	:	Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate / Qualification in Public Management/ Administration and Records Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skill: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skill.
<u>DUTIES</u>	:	Provide registry services. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Capricorn District: Mr. Maseru Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600. Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.

<u>POST 24/234</u>	:	<u>FINANCE CLERK: EXPENDITURE REF NO: LDARD 72/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate / Qualification in Financial Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Computer operating skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<u>DUTIES</u>	:	Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/235</u>	:	<u>FINANCE CLERK: FINANCIAL AND MANAGEMENT ACCOUNTING (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Vhembe District Ref No: LDARD 73/7/2026 (X1 Post) Seleka College Ref No: LDARD 74/7/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Certificate / Qualification in Financial Management or related fields will be an added advantage. Exposure in the field will be an added advantage. Knowledge, Competencies and Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Computer operating skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<u>DUTIES</u>	:	Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.
<u>ENQUIRIES</u>	:	Tompi Seleka College: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. Vhembe District: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST 24/236</u>	:	<u>DRIVER/MESSENGER (X4 POSTS)</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Capricorn South Ref No: LDARD 75/7/2026 (X1 Post) Vhembe Far North Ref No: LDARD 76/7/2026 (X1 Post) Waterberg District Ref No: LDARD 77/7/2026 (X1 Post) Mara Research Station Ref No: LDARD 78/7/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent appropriate qualification as recognised by SAQA. Minimum of 7-12-months relevant experience. A valid driver's license (with the exception of people with disabilities) as well as a PDP. Knowledge, Competencies and Skills: Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of prescripts for the correct Utilisation of the motor vehicle. Knowledge of the procedures to perform messenger functions

		and routine office support functions. Interpersonal skills. Driving skills. Time management skills. Customer care skills. Communication skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles. Facilitate maintenance on the allocated vehicle. Render a general support function. Collect and deliver documents.
<u>ENQUIRIES</u>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007 Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 1064/2523. Mara Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347. Capricorn District: Mr. Maseru Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600.
<u>POST 24/237</u>	:	<u>DRIVER/MESSENGER REF NO: LDARD 79/7/2026 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum (Level 04) Head Office: Polokwane Grade 10 or equivalent appropriate qualification as recognised by SAQA. Minimum of 7-12 months relevant experience. A valid driver's license Code 14 as well as a Professional Driving Permit (PDP). Knowledge, Competencies and Skills: Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of prescripts for the correct Utilisation of the motor vehicle. Knowledge of the procedures to perform messenger functions and routine office support functions. Interpersonal skills. Driving skills. Time management skills. Customer care skills. Communication skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles. Facilitate maintenance on the allocated vehicle. Render a general support function. Collect and deliver documents.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/238</u>	:	<u>DATA CAPTURER REF NO: LDARD 80/7/2026 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum (Level 04) Head Office: Polokwane Grade 12 or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies and Skills: Clerical and administrative procedures. Basic data capturing and record keeping principles. Public Service prescripts relevant to administration. Basic computer literacy (MS Word, Excel, databases). Basic knowledge of EPWP reporting requirements will be an advantage. Attention to detail and ability to work with numerical information. Information Systems and Computer Knowledge. Records and Audit Readiness Knowledge. Data capturing and verification. Record management. Communication and teamwork. Planning and organising own work. Administrative and Data Skills. Computer and Office Skills. Planning and Organising Skills. Communication Skills.
<u>DUTIES</u>	:	Provide data capturing and updating. Provide data verification and quality control. Provide EPWP data capturing and compliance support. Provide general administrative support.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/239</u>	:	<u>SWITCHBOARD OPERATOR (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum (Level 04) Towoomba Research Station Ref No: LDARD 81/7/2026 (X1 Post) Capricorn East Ref No: LDARD 82/7/2026 (X1 Post) Vhembe West Ref No: LDARD 83/7/2026 (X1 Post) Grade 12 qualification or equivalent appropriate tertiary qualification as recognised by SAQA. Knowledge, Competencies and Skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle. Operating switchboard and computer.

- DUTIES** : Operating switchboard. Maintenance of minor fault on switchboard. Switchboard Record management. Coordinate control of expenditure for allocated pin codes. Writing skills. computer Skills. Reading and Analytical skills.
- ENQUIRIES** : Tlokoeng Research Station: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
Vhembe District: Mammburu TD Tel No: (015) 963 2005 / Rathogwa MM Tel No: (015) 9632007
Capricorn District: Mr. Masera Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600.
- POST 24/240** : **LABORATORY ASSISTANT (X5 POSTS)**
- SALARY CENTRE** : R201 093 per annum (Level 04)
Mokopane Laboratory Ref No: LDARD 84/7/2026 (X1 Post)
Makhado Laboratory Ref No: LDARD 85/7/2026 (X1 Post)
Lephalale Laboratory Ref No: LDARD 86/7/2026 (X1 Post)
Tomp Seleka College Ref No: LDARD 87/7/2026 (X1 Post)
Thulamela Ref No: LDARD 88/6/2025 (X1 Post)
- REQUIREMENTS** : Grade 12 with science and maths as recommendation or an equivalent appropriate qualification NQF Level 4 as recognized by SAQA. Knowledge, Competencies and Skills: Ability to read and write. Interpersonal skills, communication skills, Time management, conflict management. Ability to analyze data.
- DUTIES** : Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/241** : **AUXILIARY SERVICES OFFICER REF NO: LDARD 89/7/2026 (X1 POST)**
- SALARY CENTRE** : R201 093 per annum (Level 04)
Tomp Seleka College
- REQUIREMENTS** : Basic literacy and numeracy (ABET level 4) as recognised by SAQA. Knowledge, Competencies and Skills: Basic numeracy skills, literacy, operating equipment skills. Basic Computer Literacy skills.
- DUTIES** : Operate specialised machinery and/or construct facilities in support of general farm operations. Perform general maintenance activities in respect of research subjects (animals/plants). Implement placement of students for farm practical. Perform administrative tasks.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/242** : **ANIMAL HEALTH ASSISTANT (X11 POSTS)**
- SALARY CENTRE** : R201 093 per annum (Level 04)
Mopani North Ref No: LDARD 90/7/2026 (X3 Posts)
Mopani East Ref No: LDARD 91/7/2026 (X2 Posts)
Mopani West Ref No: LDARD 92/7/2026 (X1 Post)
Capricorn Northwestern Ref No: LDARD 93/7/2026 (X1 Post)
Capricorn East Ref No: LDARD 94/7/2026 (X1 Post)
Sekhukhune South Central Ref No: LDARD 95/7/2026 (X1 Post)
Sekhukhune West Ref No: LDARD 96/7/2026 (X1 Post)
Vhembe North Ref No: LDARD 97/7/2026 (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent appropriate NQF Level 4 qualification as recognized by SAQA. A valid driver's license (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of Animal Health methodology. Communication skills with clients and farmers. Resource utilization. Basic reporting. Basic public speaking.

- DUTIES** : Assist in planning and implementing disease control measures. Assist in rendering a support service with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or Tel No: (015) (015) 811 1189.
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.
Capricorn District: Mr. Masera Tel No: (015) 632 8625, Mr. Mphahlele STG Tel No: (015) 632 8600 or Ms. Matlou MT Tel No: (015) 632 8600.
- POST 24/243** : **RED LINE SUPERVISOR (X4 POSTS)**
- SALARY CENTRE** : R201 093 per annum (Level 04)
Mopani North Ref No: LDARD 98/7/2026 (X1 Post)
Vhembe Central Ref No: LDARD 99/7/2026 (X1 Post)
Vhembe East Ref No: LDARD 100/7/2026 (X1 Post)
Vhembe Far North Ref No: LDARD 101/7/2026 (X1 Post)
- REQUIREMENTS** : STD. 9 or ABET level 4. Minimum of 2 years' experience as Redline gate Guard or Fence Patroller. Knowledge, Competencies and Skills: Knowledge and understanding of legislative, Acts and policies that governs Public Service. Planning skills. Communication skills. Supervisory skills.
- DUTIES** : Supervise and render control over movement of cloven hooved animals. Supervise and render conduct of fence patrol. Supervise and provide control over quarantined animals. Supervise and upkeep records. Supervise human resources / staff.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.
Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189
- POST 24/244** : **LIBRARY ASSISTANT REF NO: LDARD 102/7/2026 (X1 POST)**
- SALARY CENTRE** : R170 226 per annum (Level 03)
Tompoti Seleka College
- REQUIREMENTS** : Grade 12 or an equivalent appropriate NQF Level 4 qualification as recognised by SAQA. Knowledge, Competencies and Skills: Knowledge of Library and information science matters; Prescripts and legislation; Procedures and processes; Departmental financial manuals; Public Finance Management Act and Departmental policy and strategy. Skills and attributes: Organising, Problem solving, Customer care, Good interpersonal relations, Creative thinking, Computer literacy e.g Microsoft Office and internet, Numeracy, Ability to work under pressure, Language proficiency, Communication and Analytical thinking.
- DUTIES** : Handle the library administrative and support services and information services. Maintain the library collection. Handle administrative support services.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
- POST 24/245** : **WATER PUMP OPERATOR REF NO: LDARD 103/7/2026 (X1 POST)**
- SALARY CENTRE** : R170 226 per annum (Level 03)
Madzivhandila College
- REQUIREMENTS** : NQF level 3 (Grade 10 certificate)/ABET/AET or equivalent appropriate qualification as recognised by SAQA. Minimum of 5 years driving and operating specialized equipment experience. Valid driver's license Code EC and operating certificate (PDP). Knowledge, Competencies, And Skills: Driving and operation of earth moving and non-earth moving equipment. Physical inspection and interpret instructions for proper use of all controls for safe operations of vehicles. Fleet and equipment management procedures. Interpret and follow operating manuals, maintenance manuals and service charts. Driving and machinery operation. Basic mechanical troubleshooting.

		Record keeping and reporting. Time management and teamwork. Good eyesight. Teamwork. Good communication. Ability to read and write.
<u>DUTIES</u>	:	Operate specialised equipment and machinery. Render driving and transportation services. Conduct equipment inspection, maintenance, and reporting. Provide safety and administration support.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/246</u>	:	<u>HANDYMAN (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03) Waterberg District Ref No: LDARD 104/7/2026 (X1 Post) Mopani District Ref No: LDARD 105/7/2026 (X1 Post) Vhembe District Ref No: LDARD 106/7/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	ABET/ AET Level 04 or equivalent appropriate qualification as recognised by SAQA. Minimum of 0-6 months experienced required. knowledge, competencies, and skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver`s licence will be an added advantage.
<u>DUTIES</u>	:	Maintenance of office buildings and furniture. Conduct regular building inspections. Maintenance of office equipment. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007. Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189 Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619 Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 1064/2523.
<u>POST 24/247</u>	:	<u>TRACTOR DRIVER REF NO: LDARD 107/7/2026 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03) Towoomba Research Centre
<u>REQUIREMENTS</u>	:	Basic education (literacy and numeracy - ABET level 2) or equivalent appropriate qualification as recognised by SAQA. A valid driver`s License Code EC1 with PDP (with exception of people with disabilities). A minimum of 1 Year appropriate experience. Knowledge, Competencies, And Skills: Knowledge of Agricultural Equipment. Ability to Operate the Tractor. Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting, and harvesting of crop fields. Driving skills.
<u>DUTIES</u>	:	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. Perform vehicle maintenance and administrative support activities. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.).
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/248</u>	:	<u>FARM AID (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02) Tompri Seleka College Ref No: LDARD 108/7/2026 (X2 Posts) Madzivhandila College Ref No: LDARD 109/7/2026 (X2 Posts) Mara Research Centre Ref No: LDARD 110/7/2026 (X2 Posts) Towoomba Research Centre Ref No: LDARD 111/7/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 2) or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy.

<u>DUTIES</u>	:	Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/249</u>	:	<u>GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (X16 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02)
	:	Vhembe Far North Ref No: LDARD 112/7/2026 (X5 Posts)
	:	Vhembe Central Ref No: LDARD 113/7/2026 (X2 Posts)
	:	Vhembe East Ref No: LDARD 114/7/2026 (X7 Posts)
	:	Mopani North Ref No: LDARD 115/7/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 2) or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Knowledge and understanding of legislative, Acts and policies that governs Public Service. Planning skills. Communication skills. Supervisory skills.
<u>DUTIES</u>	:	Control over movement of cloven hooved animals. Conduct fence patrol. Control over quarantined animals. Keep records.
<u>ENQUIRIES</u>	:	Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007 Mopani District: Ms. Malatji MA and Matlou MT Tel No: (015) 811 9837 or (015) 811 1189
<u>POST 24/250</u>	:	<u>GROUNDSMAN: FARM MANAGEMENT REF NO: LDARD 116/7/2026 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02)
<u>REQUIREMENTS</u>	:	Towoomba Research Centre
	:	Basic education (literacy and numeracy - ABET / AET level 2) or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Able to read and write; Knowledge of cleaning services; Communication skills; Good interpersonal relations; Report writing skills.
<u>DUTIES</u>	:	Perform routine activities in respect of grounds. Perform general routine activities in respect of infrastructure. Perform general activities.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mothupi PP Tel No: (015) 294 3100, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3347.
<u>POST 24/251</u>	:	<u>GENERAL WORKER REF NO: LDARD 117/7/2026 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02)
<u>REQUIREMENTS</u>	:	Vhembe Far North
	:	ABET/AET or equivalent appropriate qualification as recognised by SAQA. Knowledge, Competencies, And Skills: Basic literacy and numeracy. Able to read and write. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers
<u>DUTIES</u>	:	Communication skills.
	:	Perform general assistant work. Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods. Cleaning of government vehicles.
<u>ENQUIRIES</u>	:	Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

DEPARTMENT OF EDUCATION



APPLICATIONS

: Quoting the relevant references `applications should be forwarded to the relevant District:

Capricorn North: The District Director Capricorn North Education District Private Bag X9711, Polokwane, 0700. Cnr Blaauwberg & Yster Street Ladanna, Polokwane.

Capricorn South: The District Director Capricorn South Education District Private Bag X 03cChueniespoort, 0745, Old Parliament Complex, Lebowakgomo.

Mogalakwena: Education District: The District Director Private Bag X601 Mahwelereng, 0626. 805 Rufus Seakamela Street, Mahwelereng, 0626.

Mopani East: Education District, Private Bag X578, Giyani, 0826. Old Parliament Building, Giyani.

Mopani West: The District Director Mopani West Education District, Private Bag X4032, Tzaneen, 0850. 27 Peace Street, Prosperitas Building, Tzaneen, 0850.

Sekhukhune East The Acting District Director Sekhukhune East Education District Private Bag X9041, Burgersfort, 1150. 83 Aloe Street Stand No 2314, Ext 4 Aloeridge West. Burgersfort 1150. The District Director

Sekhukhune South: Education District The District Director Private Bag X70, Lebowakgomo, 0737. Old Parliament Complex, Lebowakgomo.

Vhembe East: The Acting District Director Vhembe East Education District Private Bag X2250, Sibasa, 0970. Makwarela Old Parliament Building.

Vhembe West: The District Director Vhembe West Education District, Private Bag X2250, Sibasa, 0970. Block D Old Parliament Building, Thohoyandou.

Waterberg: The Acting District Director Waterberg Education District, Private Bag X1040, Modimolle, 051084. Limpopo Street NTK Building, Modimolle, 0510.

Applications submitted via e-Recruitment system through the link a <https://erecruitment.limpopo.gov.za>

CLOSING DATE

: 24 July 2026 @ 14 H00 (Applications received after the closing date and faxed copies will not be considered).

NOTE

: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ [www.edu.gov.za /](http://www.edu.gov.za/) www.dpsa.gov.za. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 24/252** : **BRAILIST (X11 POSTS)**
Directorate: Special Schools and Inclusive Education
- SALARY CENTRE** : R338 106 per annum
: Letaba Special School, Mopani West Ref No: LDoE 582/06/2026 (X2 Posts)
: Rivoni School for the Blind, Vhembe West Ref No: LDoE 583/06/2026 (X2 Posts)
: Bosele School for the Blind, Sekhukhune South Ref No: LDoE 584/06/2026 (X2 Posts)
: Siloe School for the Blind, Sekhukhune South Ref No: LDoE 585/06/2026 (X3 Posts)
: Setotolwane LSEN School, Capricorn South Ref No: LDoE 586/06/2026 (X2 Posts)
- REQUIREMENTS** : Grade 12 or Equivalent A recognized certificate in Braille Grade 1 & 2 will be an added advantage. Knowledge of Braille Mathematics will be an added advantage Functional computer literacy (MS Word, Excel, Outlook and PowerPoint) will be an added advantage. Competencies: Good communication skills, Good Customer Care, Time Management, Group dynamics, working under pressure, Diversity Management, Change and knowledge management.
- DUTIES** : Participate in a designated, testing braille program. Transcribe materials including books, workbooks, testing material and classroom material from ordinary print to Braille Train learners on assistive devices including Refreshable Braille machine, magnifying devices etc.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 24/253** : **HUMAN RESOURCE CLERK, CONDITIONS OF SERVICES (X12 POSTS)**
Branch: Corporate Management
- SALARY CENTRE** : R237 453 per annum
: Vhembe West District, Ref No: LDOE 131/06/2026
: Capricorn North District Ref No: LDOE 132/06/2026 (X3 Posts)
: Mopani East District Ref No: LDOE 133/06/2026
: Sekhukhune East Ref No: LDOE 134/06/2026 (X3 Posts)
: Vhembe East District Ref No: LDOE 135/06/2026 (X4 Posts)
- REQUIREMENTS** : Grade 12/Matric Certificate. A qualification/s in Public Administration/Human Resource Management/Public Management will be an added advantage. Knowledge and Skills: Knowledge of Public Service regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook)
- DUTIES** : Provide personnel administration clerical support services. Administer conditions of service and employee benefits for Employment of Educators and Public Service Acts staff. Administer termination of service of Employment of Educators and Public Service Acts staff.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 24/254** : **HUMAN RESOURCE CLERK, HUMAN RESOURCE PROVISIONING (X8 POSTS)**
Branch Corporate Management
- SALARY CENTRE** : R237 453 per annum
: Vhembe West District Ref No: LDOE 136/06/2026
: Vhembe East District Ref No: LDOE 137/06/2026 (X2 Posts)
: Capricorn North District Ref No: LDOE 138/06/2026
: Mopani East District Ref No: LDOE 139/06/2026 (X2 Posts)
: Sekhukhune East Ref No: LDOE 140/06/2026 (X2 Posts)
- REQUIREMENTS** : Grade 12/Matric Certificate A qualification/s in Public Administration/Human Resource Management/Public Management will be an added advantage. Knowledge and Skills: Knowledge of Public Service regulations, policies and legislations. Report writing. Good communication skills (verbal and written).

		Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Provide personnel administration clerical support services. Administer human Resources provisioning services for Employment of Educators and Public Service Acts staff. Facilitate recruitment process Facilitate transfers and translations. Facilitate secondments.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 24/255</u>	:	<u>REGISTRY CLERK (X9 POSTS)</u> Branch: Records Management
<u>SALARY CENTRE</u>	:	R237 453 per annum
	:	Vhembe East District Ref No: LDOE 141/06/2026 (X3 Posts)
	:	Capricorn North District Ref No: LDOE 142/06/2026 (X3 Posts)
	:	Mopani East District Ref No: LDOE 143/06/2026 (X2 Posts)
	:	Vhembe West District Ref No: LDOE 144/06/2026
<u>REQUIREMENTS</u>	:	Grade 12/Matric Certificate A qualification in Public Administration/Human Resource Management/Public Management/Archives will be an added advantage. Knowledge and skills: Knowledge of Public Service regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Provide records management/registry services. Handle incoming and outgoing correspondence. Render an effective filing and record management service.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 24/256</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: PURCHASES POSTS REF NO: LDOE 145/06/2026 (X2 POSTS)</u> Branch: Acquisition, Purchases & Stores
<u>SALARY CENTRE</u>	:	R237 453 per annum
<u>REQUIREMENTS</u>	:	Vhembe West District Grade 12/Matric Certificate A qualification in the Finance/SCM field will be an added advantage. Knowledge and Skills: Data capturing. Collecting statistics. Knowledge of SCM regulations, policies and legislation. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Render purchases management clerical support. Render purchases management services. Render stores services.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 24/257</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION MANAGEMENT (X5 POSTS)</u> Branch: Acquisition, Purchases & Stores
<u>SALARY CENTRE</u>	:	R237 453 per annum
	:	Mopani West District Ref No: LDOE 146/06/2026
	:	Mopani East District Ref No: LDOE 147/06/2026
	:	Vhembe West District Ref No: LDOE 148/06/2026
	:	Sekhukhune South District Ref No: LDOE 149/06/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/Matric Certificate A qualification in the Finance/SCM field will be an added advantage. Knowledge and Skills: Data capturing. Collecting statistics. Knowledge of SCM regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Write bid invitations. Request and receive quotations. Place orders. Issue And Receive Bid Documents.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/258 : **ADMINISTRATIVE CLERK: ASSET MANAGEMENT SERVICES (X2 POSTS)**
Branch: Assets & Fleet Management Services

SALARY CENTRE : R237 453 per annum
Sekhukhune East District Ref No: LDOE 150/06/2026
Mopani East District Ref No: LDOE 151/06/2026

REQUIREMENTS : Grade 12/Matric. A qualification in Finance/SCM will be an added advantage. Knowledge and Skills: Data capturing. Collecting statistics. Knowledge of SCM regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

DUTIES : Allocate assets as per purchasing request. Maintain and update the fixed asset register. Conduct asset verification in line with asset management policy and procedures. Render disposal service of assets for the Fund.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/259 : **ADMINISTRATIVE CLERK: FLEET MANAGEMENT SERVICES (X3 POSTS)**
Directorate: Assets & Fleet Management Services

SALARY CENTRE : R237 453 per annum
Mopani West District Ref No: LDOE 152/06/2026
Capricorn North District Ref No: LDOE 153/06/2026
Sekhukhune South District Ref No: LDOE 154/06/2026

REQUIREMENTS : Grade 12/Matric Certificate A qualification in Fleet management will be an added advantage. Knowledge and Skills: Data capturing. Collecting statistics. Knowledge of SCM regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

DUTIES : Provide secretariat services in the fleet management services. Render support service in the maintenance and repair of fleet. Provide record keeping of all fleet documents/record.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/260 : **ADMINISTRATIVE CLERK: SECURITY AND FACILITIES MANAGEMENT (X5 POSTS)**
Directorate: Security and Facilities Management

SALARY CENTRE : R237 453 per annum
Mopani West District Ref No: LDOE 155/06/2026
Mopani East District Ref No: LDOE 156/06/2026
Capricorn North District Ref No: LDOE 157/06/2026
Sekhukhune South District Ref No: LDoE 158/06/2026
Waterberg District Ref No: LDoE 159/06/2026

REQUIREMENTS : Minimum Requirements: Grade 12/Matric Certificate. A relevant NQF level 6 qualification will be an added advantage. Knowledge and Skills: Knowledge of Public Service regulations, policies and legislations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook).

DUTIES : Handle security and facilities management services. Handle and administer security measures including access control. Handle and facilitate office accommodation in line with policies and procedures.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/261 : **ACCOUNTING CLERK: FINANCIAL ADMINISTRATION (X2 POSTS)**
Directorate: Financial Administration

SALARY CENTRE : R237 453 per annum
Capricorn North District Ref No: LDOE 160/06/2026
Mopani East District Ref No: LDOE 161/06/2026

- REQUIREMENTS** : Grade 12/Matric Certificate. A qualification in Finance will be an added advantage. Knowledge and skills: Knowledge of Finance policies, legislations and Treasury Regulations. Report writing. Good communication skills (verbal and written). Good organizing skills. Functional computer literacy (Ms word, PowerPoint, Excel and Outlook). Treasury Regulations. Computer literacy, Communication skills (written and verbal), Planning and Organizing skills, Interpersonal skills. Accounting skills.
- DUTIES** : Provide secretariat support for financial administration and reporting services. Verify financial vouchers/invoices before payments are made.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 24/262** : **DRIVER/MESSENGER (X26 POSTS)**
Directorate: Special Schools and Inclusive Education
- SALARY CENTRE** : R201 093 per annum
: Pfunanani Special School, Mopani East District Ref No: LDoE 587/06/2026 (X1 Post)
Ramokgwakgwa Special School. Mopani East District Ref No: LDoE 588/06/2026 (X1 Post)
Nthabiseng Special School, Mopani East District Ref No: LDoE 589/06/2026 (X1 Post)
Yingisani Special School, Mopani West District Ref No: LDoE 590/06/2026 (X1 Post)¹
Letaba Special School, Mopani West District Ref No: LDoE 591/06/2026 (X1 Post)
Rivoni School for the Blind, Vhembe West District Ref No: LDoE 592/06/2026 (X1 Post)
Tshilwavhusiku Special School, Vhembe West District Ref No: LDoE 593/06/2026 (X2 Posts)
Tshilidzini Special School, Vhembe East District Ref No: LDoE 594/06/2026 (X1 Post)
Fulufhelo Special School, Vhembe East District Ref No: LDoE 595/06/2026 (X1 Post)
Ratanang Special School, Capricorn North District Ref No: LDoE 596/06/2026 (X1 Post)
Rethuseng Special School, Capricorn North District Ref No: LDoE 597/06/2026 (X1 Post)
Mahlasedi Special School, Capricorn South 3 District Ref No: LDoE 598/06/2026 (X2 Posts)
Grace and Hope Special School, Capricorn South District Ref No: LDoE 599/06/2026 (X2 Posts)
Benedict and Hope Special School, Capricorn South District Ref No: LDoE 600/06/2026 (X1 Post)
General Piet Joubert Special School, Capricorn South District Ref No: LDoE 601/06/2026 (X1 Post)
New Horizon Special School, Capricorn South District Ref No: LDoE 602/06/2026 (X1 Post)
Siloe School for the Blind, Capricorn South District Ref No: LDoE 603/06/2026 (X1 Post)
Lebone Special School, Mogalakwena District Ref No: LDoE 604/06/2026 (X1 Post)
Jane Furse Special School, Sekhukhune East District Ref No: LDoE 605/06/2026 (X1 Post)
Bosele School for the Blind, Sekhukhune South District Ref No: LDoE 606/06/2026 (X1 Post)
Ipelegeng Special School, Sekhukhune South District Ref No: LDoE 607/06/2026 (X1 Post)
Susan Strydom Special School, Waterberg District Ref No: LDoE 608/06/2026 (X1 Post)
Sedibeng Special School, Waterberg District Ref No: LDoE 609/06/2026 (X1 Post)
- REQUIREMENTS** : Grade 12/Matric Certificate. Valid Code 10 driver's license with PDP. 3 years' bus driving experience will be an added advantage. Driver's competency test will be conducted before appointment.

DUTIES

: Responsible to transport learners in Special Schools to and from school following designated routes and schedule. Follow traffic laws. Capable of communicating with learners, parents and school staff. Assist learners in safe loading and off - loading learners. Inform school's personnel and parents of incidents to maintain proper procedures. Performs pre - and post - trip inspection. Supervise learners during transit for the purpose of maintaining safety and following Departmental policies. Conduct safety and operational inspection of assigned vehicle daily. Reports needed mechanical repairs, when necessary, Performs periodical safety drills as required by law, completing necessary reports upon request. Delivery and collections: Collect and deliver documents, correspondence, mail, packages, and other items from places such as the post office, other departments, and external stakeholders. Purchase and loading: buying and loading equipment's, groceries for the institution. Health support: Taking learners to clinic and hospitals. Route Planning: Plan and follow the most efficient routes using maps or GPS to ensure timely delivery and avoid traffic delays. Vehicle Maintenance: Perform pre-trip and post-trip inspections, ensure the vehicle is fuelled, clean, and well-maintained, and report any issues or arrange for necessary repairs. Record Keeping: Complete and maintain all required records and logbooks regarding trips, mileage, fuel consumption, and goods handled. General Support: Assist with general office or clerical work, such as filing, making photocopies, running errands, or assisting with loading and unloading items. Customer Service: Interact with clients and customers in a professional and courteous manner, potentially collecting payments or obtaining signatures for deliveries.

ENQUIRIES

: Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/263

: **TEACHER AID (X117 POSTS)**
Directorate: Special Schools and Inclusive Education

SALARY CENTRE

: R170 226 per annum
: Yingisani School for the Deaf, Mopani West District Ref No: LDoE 610/06/20264
Letaba Special School, Mopani West District Ref No: LDoE 611/06/2026 (X4 Posts)
Rivoni School for the Blind, Vhembe West District Ref No: LDoE 612/06/2026 (X4 Posts)
Tshilwavhusiku Razwimisani Special School, Vhembe West District Ref No: LDoE 613/06/2026 (X4 Posts)
Tshilidzini Special School, Vhembe East District Ref No: LDoE 614/06/2026 (X4 Posts)
Grace and Love Special School, Vhembe East District Ref No: LDoE 615/06/2026 (X2 Posts)
Fulufhelo Special School, Vhembe East District Ref No: LDoE 616/06/2026 (X4 Posts)
Phatlaphadima Special School, Capricorn North District Ref No: LDoE 617/06/2026 (X4 Posts)
Rethuseng Special School, Capricorn North District Ref No: LDoE 618/06/2026 (X4 Posts)
Botlokwa Special School, Capricorn North District Ref No: LDoE 619/06/2026 (X4 Posts)
Helene Franz Special School, Capricorn North District Ref No: LDoE 620/06/2026 (X4 Posts)
Ratanang Special School, Capricorn North District Ref No: LDoE 621/06/2026 (X4 Posts)
Grace and Hope Special School, Capricorn South District Ref No: LDoE 622/06/2026 (X4 Posts)
Benedict and Hope Special School, Capricorn South District Ref No: LDoE 623/06/2026 (X4 Posts)
Banaba Thari Special School, Capricorn South District Ref No: LDoE 624/06/2026 (X4 Posts)
General Piet Joubert Special School, Capricorn South District Ref No: LDoE 625/06/2026 (X4 Posts)
Mahlasedi Special School, Capricorn South District Ref No: LDoE 626/06/2026 (X4 Posts)

Siloe School for the Blind, Capricorn South District Ref No: LDoE 627/06/2026 (X4 Posts)
 New Horizon Special School, Capricorn South District Ref No: LDoE 628/06/2026 (X4 Posts)
 Tsoga-O-Ilirele Special School, Capricorn South District Ref No: LDoE 629/06/2026 (X4 Posts)
 Setotolwane LSEN School, Capricorn South District Ref No: LDoE 630/06/2026 (X3 Posts)
 Lebone special School, Mogalakwena District Ref No: LDoE 631/06/2026 (X2 Posts)
 Nthabiseng Special School, Mopani East District Ref No: LDoE 632/06/2026 (X2 Posts)
 Pfunanani Special School, Mopani East District Ref No: LDoE 633/06/2026 (X4 Posts)
 Ramokgwakgwa Special School, Mopani East District Ref No: LDoE 634/06/2026 (X2 Posts)
 Bosele School for the Blind, Sekhukhune South District Ref No: LDoE 635/06/2026 (X6 Posts)
 Asiphumelele Special School, Sekhukhune South District Ref LDoE 636/06/2026 (X2 Posts)
 Ipelegeng Special School, Sekhukhune South District Ref No: LDoE 637/06/2026 (X2 Posts)
 Matobule Special School, Sekhukhune South District Ref No: LDoE 638/06/2026 (X2 Posts)
 Rehlahleng Special School, Sekhukhune East District Ref No: LDoE 639/06/2026 (X3 Posts)
 Jane Furse Special School, Sekhukhune East District Ref No: LDoE 640/06/2026 (X4 Posts)
 Thusanang Special School, Waterberg District Ref No: LDoE 645/06/2026 (X3 Posts)
 Susan Strydom Special School, Waterberg District Ref No: LDoE 646/06/2026 (X2 Posts)
 Sedibeng Special School, Waterberg District Ref No: LDoE 647/06/2026 (X2 Posts)

REQUIREMENTS : Grade 12 or Equivalent Functional computer literacy (MS Word, Excel, Outlook and PowerPoint) will be an added advantage. Competencies: Good communication skills. Good Interpersonal Skills. Record Keeping. Patience & Compassion. Teamwork. Strong planning and coaching skills. Work under pressure

DUTIES : Help learners with assessments Support teaching and learning Prepare classroom material including teaching aids, ICT equipment, Assistive devices etc. as well a classroom activities Supervise learners during class, breaks and play Help with classroom organization and control Assist with classroom administrative tasks. Help learners who need additional support including accompanying to bathroom for learners with physical disabilities.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/264 : **HOUSEKEEPER SUPERVISOR (X30 POSTS)**
 Directorate: Special Schools and Inclusive Education

SALARY CENTRE : R170 226 per annum
 : Pfunanani Special School, Mopani East District Ref No: LDoE 703/06/2026 (X2 Posts)
 Yingisani School for the Deaf, Mopani West District Ref No: LDoE 704/06/2026 (X2 Posts)
 Letaba Special School, Mopani West District Ref No: LDoE 705/06/2026 (X1 Post)
 Rivoni School for the Blind, Vhembe West District Ref No: LDoE 706/06/2026 (X2 Posts)
 Tshilwavhusiku Special School, Vhembe West District Ref No: LDoE 707/06/2026 (X1 Post)
 Tshilidzini Special School, Vhembe East District Ref No: LDoE 708/06/2026 (X2 Posts)
 Ratanang Special School, Capricorn North District Ref No: LDoE 709/06/2026 (X1 Post)

Helene franz Special School, Capricorn North District Ref No: LDoE 710/06/2026 (X2 Posts)
 Botlokwa Special School, Capricorn North District Ref No: LDoE 711/06/2026 (X1 Post)
 Phatlaphadima Special School, Capricorn North District Ref No: LDoE 712/06/2026 (X1 Post)
 Capricorn North District Rethuseng Special School Ref No: LDoE 713/06/2026 (X1 Post)
 Grace and Hope Special School, Capricorn South District Ref No: LDoE 714/06/2026 (X2 Posts)
 Benedict and Hope Special School, Capricorn South District Ref No: LDoE 715/06/2026 (X1 Post)
 Bana ba Thari Special School, Capricorn South District Ref No: LDoE 716/06/2026 (X1 Post)
 General Piet Joubert Special School, Capricorn South District Ref No: LDoE 717/06/2026 (X2 Posts)
 New Horizon Special School, Capricorn South District Ref No: LDoE 718/06/2026 (X1 Post)
 Tsoga-O-Itirele Special School, Capricorn South District Ref No: LDoE 719/06/2026 (X1 Post)
 Siloe School for the Blind, Capricorn South District Ref No: LDoE 720/06/2026 (X1 Post)
 Bosele School for the Blind, Sekhukhune South District Ref No: LDoE 721/06/2026 (X2 Posts)
 Jane Furse Special School, Sekhukhune East District Ref No: LDoE 722/06/2026 (X1 Post)
 Rehlahleng Special School, Sekhukhune East District Ref No: LDoE 723/06/2026 (2 Posts)
 Thusanang Special School, Waterberg District Ref No: LDoE 724/06/2026 (X2 Posts)
 Susan Strydom Special School, Waterberg District Ref No: LDoE 725/06/2026 (X2 Posts)
 Sedibeng Special School, Waterberg District Ref No: LDoE 726/06/2026 (X2 Posts)

REQUIREMENTS : Grade 10 or Equivalent, or Differentiated Curriculum and Assessment Policy Statement (DCAPS) Grade 5 or Technical Occupational Curriculum (TOC) Level 4 For Persons with Intellectual Disability Valid driver's license will be an added advantage except for people with disabilities. Competencies: Communication skills. Ability to work with learners. Patience and compassion. Teamwork.

DUTIES : Monitor the work of housekeepers Ensure safety and well-being of all learners in the hostel Support and mentor learners Supervise implementation hostel rules Promote positive behaviour Accompany learners for medical attention Cleaning of the hostel Help ready learner for school each day Help with serving of food in the dining hall as well as feeding unable learners Administer medication as prescribed by medical practitioner Help with bathing of younger learners or those unable to help themselves Assist learners with schoolwork Help change nappies for learners unable to and perform supervisory duties in this regard Act in loco parentis Be able to do shift work including day and night shift, weekend shift and public holidays.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/265 : **ADMINISTRATIVE ASSISTANT (X29 POSTS)**
 Directorate: Special Schools and Inclusive Education

SALARY CENTRE : R144 024 per annum
 : Yingisani School for the Deaf, Mopani West District Ref No: LDoE 648/06/2026 (X2 Posts)
 Rivoni School for the blind, Mopani West District Ref No: LDoE 649/06/2026 (X1 Post)
 Tshilwavirusiku Razwimisani Special School, Mopani West District Ref No: LDoE 650/06/2026 (X1 Post)
 Tshilidzini Special School, Vhembe East District Ref No: LDoE 651/06/2026 (X2 Posts)

Grace and Love Special School, Vhembe East District Ref No: LDoE 652/06/2026 (X1 Post)
 Phatlaphadima Special School, Capricorn North District Ref No: LDoE 653/06/2026 (X1 Post)
 Rethuseng Special School, Capricorn North District Ref No: LDoE 654/06/2026 (X2 Posts)
 Grace and Hope Special School, CapricornNorth District Ref No: LDoE 655/06/2026 (X2 Posts)
 Benedict and Hope Special School, Capricorn North District Ref No: LDoE 656/06/2026 (X1 Post)
 Banaba Thari Special School, Capricorn North District Ref No: LDoE 657/06/2026 (X1 Post)
 General Piet Joubert Special School, Capricorn North District Ref No: LDoE 658/06/2026 (X2 Posts)
 Mahlasedi Special School, Capricorn North District Ref No: LDoE 659/06/2026 (X1 Post)
 Siloe School for the Blind, Capricorn North District Ref No: LDoE 660/06/2026 (X1 Post)
 Lebone Special School, Mogalakwena District Ref No: LDoE 661/06/2026 (X1 Post)
 Nthabiseng Special School, Mopani East District Ref No: LDoE 662/06/2026 (X1 Post)
 Ramokgwakgwa Special School, Mopani East District Ref No: LDoE 663/06/2026 (X1 Post)
 Bosele School for the Blind, Sekhukhune South District Ref No: LDoE 664/06/2026 (X1 Post)
 Asiphumelele Special School, Sekhukhune South District Ref No: LDoE 665/06/2026 (X1 Post)
 Ipelegeng Special School, Sekhukhune South District Ref No: LDoE 666/06/2026 (X1 Post)
 Matobule Special School, Sekhukhune South District Ref No: LDoE 667/06/2026 (X1 Post)
 Rehlahleng Special School, Sekhukhune East District Ref No: LDoE 668/06/2026 (X1 Post)
 Thusanang Special School, Waterberg District Ref No: LDoE 669/06/2026 (X1 Post)
 Susan Strydom Special School, Waterberg District Ref No: LDoE 670/06/2026 (X1 Post)
 Sedibeng Special School, Waterberg District Ref No: LDoE 671/06/2026 (X1 Post)

REQUIREMENTS : Grade 12 or Equivalent or Differentiated Curriculum and Assessment Policy Statement (DCAPS) Grade 5 or Technical Occupational Curriculum (TOC) Level 4 in Office Admin or ICT related fields for Persons with Intellectual Disability Functional computer literacy (MS Word, Excel, Outlook and PowerPoint) will be an added advantage. Competencies: Good communication skills. Attention to details. Customer service. Good interpersonal Skills. Record keeping and filing skills. Multitasking. Well organized and confidential. Good communication skills

DUTIES : Management of correspondences (emails, memos and letters etc.). Filling and Maintenance of records. Scheduling meetings and appointments. Manage office supplies and inventory. General administrative tasks. Typing and photocopying. Management of stock and assets.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/266 : **GENERAL ASSISTANT (X146 POSTS)**
 Directorate: Special Schools and Inclusive Education

SALARY CENTRE : R144 024 per annum
 : Yingisani School for the Deaf, Mopani West District Ref No: LDoE 672/06/2026 (X6 Posts)
 : Letaba Special School, Mopani West District Ref No: LDoE 673/06/2026 (X6 Posts)
 : Rivoni School for the Blind, Mopani West District Ref No: LDoE 674/06/2026 (X6 Posts)

Tshilwavhusiku Razwimisani Special School, Vhembe West District Ref No: LDoE 675/06/2026 (X6 Posts)
 Tshilidzini Special School, Vhembe East District Ref No: LDoE 676/06/2026 (X6 Posts)
 Grace and Love Special School, Vhembe East District Ref No: LDoE 677/06/2026 (X2 Posts)
 Fulufhelo Special School, Vhembe East District Ref No: LDoE 678/06/2026 (X7 Posts)
 Phatlaphadima Special School, Capricorn North District Ref No: LDoE 679/06/2026 (X4 Posts)
 Rethuseng Special School, Capricorn North District Ref No: LDoE 680/06/2026 (X6 Posts)
 Botlokwa Special School, Capricorn North District Ref No: LDoE 681/06/2026 (X6 Posts)
 Helene Franz Special School, Capricorn North District Ref No: LDoE 682/06/2026 (X6 Posts)
 Ratanang Special School, Capricorn North District Ref LDoE 683/06/2026 (X6 Posts)
 Grace and Hope Special School, Capricorn South District Ref No: LDoE 684/06/2026 (X6 Posts)
 Benedict and Hope Special School, Capricorn South District Ref No: LDoE 685/06/2026 (X6 Posts)
 Bana – ba - Thari Special School, Capricorn South District Ref No: LDoE 686/06/2026 (X5 Posts)
 General Piet Joubert Special School, Capricorn South District Ref No: LDoE 687/06/2026 (X7 Posts)
 Mahlasedi Special School, Capricorn South District Ref No: LDoE 688/06/2026 (X3 Posts)
 Siloe School for the Blind, Capricorn South District Ref No: LDoE 689/06/2026 (X4 Posts)
 Lebone Special School, Mogalakwena Ref No: LDoE 690/06/2026 (2 Posts)
 Nthabiseng Special School, Mopani East District Ref No: LDoE 691/06/2026 (X3 Posts)
 Pfunanani Special School, Mopani East District Ref No: LDoE 692/06/2026 (X5 Posts)
 Ramokgwakgwa Special School, Mopani East District Ref No: LDoE 693/06/2026 (X4 Posts)
 Bosele School for the Blind, Sekhukhune South District Ref No: LDoE 694/06/2026 (X6 Posts)
 Asiphumelele Special School, Sekhukhune South District Ref No: LDoE 695/06/2026 (X3 Posts)
 Ipelegeng Special School, Sekhukhune South District Ref No: LDoE 696/06/2026 (X4 Posts)
 Matobule Special School, Sekhukhune South District Ref No: LDoE 697/06/2026 (X3 Posts)
 Rehlahleng Special School, Sekhukhune East District Ref No: LDoE 698/06/2026 (X4 Posts)
 Jane Furse Special School, Sekhukhune East District Ref No: LDoE 699/06/2026 (4 Posts)
 Thusanang Special School, Waterberg District Ref No: LDoE 700/06/2026 (X4 Posts)
 Susan Strydom Special School, Waterberg District Ref No: LDoE 701/06/2026 (X3 Posts)
 Sedibeng Special School, Waterberg District Ref No: LDoE 702/06/2026 (X3 Posts)

REQUIREMENTS

: Grade 10 or equivalent or Differentiated Curriculum and Assessment Policy Statement (DCAPS) Grade 5 or Technical Occupational Curriculum (TOC) Level 4 For Persons with Intellectual Disability. Competencies: Ability to communicate, physically sound and healthy. Understanding to carry out simple one or two steps instructions. Ability to operate a variety of small hands tools. Good customer care. Time management. Group dynamics. Diversity management. Change & knowledge management.

DUTIES

: Maintain school grounds. Perform minor infrastructure maintenance. Cleaning of classrooms, offices and hostels where applicable. Help with classroom and general school furniture. Perform any other duties delegated by the school principals.

- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 24/267** : **HOUSEKEEPER (MALE) (X85 POSTS)**
Directorate: Special Schools and Inclusive Education
- SALARY CENTRE** : R144 024 per annum
Pfunanani Special School, Mopani East District Ref No: LDoE 727/06/2026 (X4 Posts)
Yingisani School for the Deaf, Mopani West District Ref No: LDoE 728/06/2026 (X4 Posts)
Letaba Special School, Mopani West District Ref No: LDoE 729/06/2026 (X4 Posts)
Rivoni School for the Blind, Vhembe West District Ref No: LDoE 730/06/2026 (X3 Posts)
Tshilwavhusiku Special School, Vhembe West District Ref No: LDoE 731/06/2026 (X4 Posts)
Tshilidzini Special School, Vhembe East District Ref No: LDoE 732/06/2026 (X4 Posts)
Ratanang Special School, Capricorn North District Ref No: LDoE 733/06/2026 (X4 Posts)
Helene franz Special School, Capricorn North District Ref No: LDoE 734/06/2026 (X4 Posts)
Botlokwa Special School, Capricorn North District Ref No: LDoE 735/06/2026 (X4 Posts)
Phatlaphadima Special School, Capricorn North District Ref No: LDoE 736/06/2026 (X2 Posts)
Rethuseng Special School, Capricorn North District Ref No: LDoE 737/06/2026 (X3 Posts)
Grace and Hope Special School, Capricorn South District Ref No: LDoE 738/06/2026 (X4 Posts)
Benedict and Hope Special School, Capricorn South District Ref No: LDoE 739/06/2026 (X3 Posts)
Banaba Thari Special School, Capricorn South District Ref No: LDoE 740/06/2026 (X3 Posts)
General Piet Joubert Special School, Capricorn South District Ref No: LDoE 741/06/2026 (X4 Posts)
New Horizon Special School, Capricorn South District Ref No: LDoE 742/06/2026 (X4 Posts)
Tsoga-O-Itirele Special School, Capricorn South District Ref No: LDoE 743/06/2026 (X3 Posts)
Siloe School for the Blind, Capricorn South District Ref No: LDoE 744/06/2026 (X2 Posts)
Setotolwane LSEN School, Capricorn South District Ref No: LDoE 745/06/2026 (X2 Posts)
Bosele School for the Blind, Sekhukhune South District Ref No: LDoE 746/06/2026 (X2 Posts)
Jane Furse Special School, Sekhukhune East District Ref No: LDoE 747/06/2026 (X4 Posts)
Rehlahleng Special School, Sekhukhune East District Ref No: LDoE 748/06/2026 (X4 Posts)
Thusanang Special School, Waterberg District Ref No: LDoE 749/06/2026 (X4 Posts)
Susan Strydom Special School, Waterberg District Ref No: LDoE 750/06/2026 (X3 Posts)
Sedibeng Special School, Waterberg District Ref No: LDoE 751/06/2026 (X3 Posts)
- REQUIREMENTS** : Grade 10 or Equivalent, or Differentiated Curriculum and Assessment Policy Statement (DCAPS) Grade 5 or Technical Occupational Curriculum (TOC) Level 4 For Persons with Intellectual Disability. Valid driver's license will be an added advantage except for people with disabilities. Competencies: Communication skills, Ability to work with learners, Patience, compassion, teamwork.
- DUTIES** : Ensure safety and well-being of all learners Support and mentor learners Implement hostel rules Promote positive behaviour Accompany learners for medical attention Cleaning of the hostel Help ready learner for school each day

Help with serving of food in the dining hall as well as feeding unable learners
Administer medication as prescribed by medical practitioner Help with bathing
of younger learners or those unable to help themselves Assist learners with
schoolwork Help change nappies for learners unable to Act in loco parentis. Be
able to do shift work including day and night shift, weekend shift and public
holidays.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames
Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081
530 8921.

POST 24/268 : **HOUSEKEEPER (FEMALE) (X78 POSTS)**
Directorate: Special Schools and Inclusive Education

SALARY CENTRE : R144 024 per annum
: Pfunanani Special School, Mopani East District Ref No: LDoE 752/06/2026 (X4
Posts)
Yingisani School for the Deaf, Mopani West District Ref No: LDoE 753/06/2026
(X4 Posts)
Letaba Special School, Mopani West District Ref No: LDoE 754/06/2026 (X4
Posts)
Rivoni School for the Blind, Vhembe West District Ref No: LDoE 755/06/2026
(X4 Posts)
Tshilwavirusiku Special School, Vhembe West District Ref No: LDoE
756/06/2026 (X4 Posts)
Tshilidzini Special School, Vhembe East District Ref No: LDoE 757/06/2026
(X4 Posts)
Ratanang Special School, Capricorn North District Ref No: LDoE 758/06/2026
(X4 Posts)
Helene franz Special School, Capricorn North District Ref No: LDoE
759/06/2026 (X2 Posts)
Botlokwa Special School, Capricorn North District Ref No: LDoE 760/06/2026
(X2 Posts)
Phatlaphadima Special School, Capricorn North District Ref No: LDoE
761/06/2026 (X2 Posts)
Rethuseng Special School, Capricorn North District Ref No: LDoE 762/06/2026
(X3 Posts)
Grace and Hope Special School, Capricorn South District Ref No: LDoE
763/06/2026 (X4 Posts)
Benedict and Hope Special School, Capricorn South District Ref No: LDoE
764/06/2026 (X3 Posts)
Bana ba Thari Special School, Capricorn South District Ref No: LDoE
765/06/2026 (X3 Posts)
General Piet Joubert Special School, Capricorn South District Ref No: LDoE
766/06/2026 (X4 Posts)
New Horizon Special School, Capricorn South District Ref No: LDoE
767/06/2026 (X4 Posts)
Capricorn South district, Tsoga-O-Itirele Special School Ref No: LDoE
768/06/2026 (X2 Posts)
Siloe School for the Blind, Capricorn South District Ref No: LDoE 769/06/2026
(X2 Posts)
Setotolwane LSEN School, Capricorn South District Ref No: LDoE
770/06/2026 (X2 Posts)
Bosele School for the Blind, Sekhukhune South District Ref No: LDoE
771/06/2026 (X2 Posts)
Jane Furse Special School, Sekhukhune East District Ref No: LDoE
772/06/2026 (X3 Posts)
Rehlahleng Special School, Sekhukhune East District Ref No: LDoE
773/06/2026 (X3 Posts)
Thusanang Special School, Waterberg District Ref No: LDoE 774/06/2026 (X3
Posts)
Susan Strydom Special School, Waterberg District Ref No: LDoE 775/06/2026
(X3 Posts)
Sedibeng Special School, Waterberg District Ref No: LDoE 776/06/2026 (X3
Posts)
REQUIREMENTS : Grade 10 or Equivalent, or Differentiated Curriculum and Assessment Policy
Statement (DCAPS) Grade 5 or Technical Occupational Curriculum (TOC)
Level 4 For Persons with Intellectual Disability. Valid driver's license will be an

added advantage except for people with disabilities. Competencies: Good communication skills. Care and support skills. Patience and compassion. Collaboration.

DUTIES : Ensure safety and well-being of all learners Support and mentor learners Implement hostel rules Promote positive behaviour Accompany learners for medical attention Cleaning of the hostel Help learners for school each day Help with serving of food in the dining hall and feeding learners who are unable. Administer medication as prescribed by medical practitioners. Help with bathing of younger learners or those unable to help themselves. Assist learners with schoolwork. Help change nappies for learners unable to. Act in loco parentis Shift work includes day and night shift, weekend shift and public holidays. Be able to do shift work including day and night shift, weekend shift and public holidays.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 24/269 : **FOOD SERVICE WORKER (X56 POSTS)**
Directorate: Special Schools and Inclusive Education

SALARY CENTRE : R144 024 per annum
: Nthabiseng Special School, Mopani East District Ref No: LDoE 777/06/2026 (X1 Post)
Pfunanani Special School, Mopani East District Ref No: LDoE 778/06/2026 (X2 Posts)
Ramokgwakgwa Special School, Mopani East District Ref No: LDoE 779/06/2026 (X1 Post)
Rivoni School for the Blind, Vhembe: West District Ref No: LDoE 780/06/2026 (X1 Post)
Tshilwavhusiku Special School, Vhembe West District Ref No: LDoE 781/06/2026 (X2 Posts)
Tshilidzini Special School, Vhembe East District Ref No: LDoE 782/06/2026 (X3 Posts)
Mhinga Special School, Vhembe East District Ref No: LDoE 783/06/2026 (X1 Post)
Grace and love Special School, Vhembe East District Ref No: LDoE 784/06/2026 (X1 Post)
Fulufhelo Special School, Vhembe East District Ref No: LDoE 785/06/2026 (X4 Posts)
Ratanang Special School, Capricorn North District Ref No: LDoE 786/06/2026 (X3 Posts)
Botlokwa Special School, Capricorn North District Ref No: LDoE 787/06/2026 (X2 Posts)
Phatlaphadima Special School, Capricorn North District Ref No: LDoE 788/06/2026 (X2 Posts)
Rethuseng Special School, Capricorn North District Ref No: LDoE 789/06/2026 (X2 Posts)
Benedict and Hope Special School, Capricorn South District Ref No: LDoE 790/06/2026 (X2 Posts)
General Piet Joubert Special School, Capricorn South District Ref No: LDoE 791/06/2026 (X3 Posts)
New Horizon Special School, Capricorn South District Ref No: LDoE 792/06/2026 (X3 Posts)
Tsoga-O-Itirele Special School, Capricorn South District Ref No: LDoE 793/06/2026 (X2 Posts)
Siloe School for the Blind, Capricorn South District Ref No: LDoE 794/06/2026 (X2 Posts)
Setotolwane LSEN School, Capricorn South District Ref No: LDoE 795/06/2026 (X2 Posts)
Mahlasedi Special School, Capricorn South District Ref No: LDoE 796/06/2026 (X1 Post)
Bosele School for the Blind, Sekhukhune South District Ref No: LDoE 797/06/2026 (X2 Posts)
Ipelegeng Special School, Sekhukhune South District Ref No: LDoE 798/06/2026 (X2 Posts)
Matobule Special School, Sekhukhune South District Ref No: LDoE 799/06/2026 (X1 Post)

Jane Furse Special School, Sekhukhune East District Ref No: LDoE 800/06/2026 (X2 Posts)

Rehlahleng Special School, Sekhukhune East District Ref No: LDoE 801/06/2026(2 Posts)

Thusanang Special School, Waterberg District Ref No: LDoE 802/06/2026 (X2 Posts)

Susan Strydom Special School, Waterberg District Ref No: LDoE 803/06/2026 (X2 Posts)

Sedibeng Special School, Waterberg District Ref No: LDoE 804/06/2026 (X2 Posts)

Lebone Special School, Mogalakwena District Ref No: LDoE 805/06/2026 (X1 Post)

REQUIREMENTS

: NQF Level 2 (Gr 10 / Std. 8) or equivalent qualification or Differentiated Curriculum and Assessment Policy Statement (DCAPS) Grade 5 or Technical Occupational Curriculum (TOC) Level 4 For Persons with Intellectual Disability in Hospitality or related field. Competencies: Good communication skills, good customer care, time management, group dynamics, diversity management, change and knowledge management, and ability to read and write. Appropriate competencies in food services. Ability to operate food service equipment. Ability to apply hygiene measures in the workplace. Ability to work as a team.

DUTIES

: Preparation of food according to menus. Serving food and refreshments. Cleaning and purification of kitchen, canteen and food equipment. Be able to do shift work including day and night shift, weekend shift and public holidays.

ENQUIRIES

: Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below.

<u>APPLICATIONS</u>	:	Should be uploaded via the following link https://erecruitment.mpg.gov.za
<u>ENQUIRIES</u>	:	should be directed to Tel No: (013) 766 5524/5175/5267/5458/5350: Ms. NP Magagula / Ms. SL Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, YT Mthethwa - HR Recruitment.
<u>CLOSING DATE</u>	:	30 July 2026
<u>NOTE</u>	:	Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 24/270</u>	:	<u>DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: A5/095</u> This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/084)
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) as recognized by SAQA in Labour Relations / Labour Law or equivalent qualifications plus 3 years relevant experience. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license.
<u>DUTIES</u>	:	Manage the Collective Bargaining Unit. Co-ordinate, manage and monitor collective bargaining activities. Prepare and obtain mandates for collective bargaining. Prepare documents for collective bargaining. To represent the employer in collective bargaining structures. To Liaise with disputing parties with the aim of resolving disputes emanating from collective bargaining. To handle Industrial actions according to legislation, policy and procedure. Give direction to, co-ordinate, monitor and advise on all Labour relations related

matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive Labour relations service. Identify the needs for improved Labour relations services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to chair disciplinary enquiries when required to do so.

ENQUIRIES

:

Mr. H Ngwenya Tel No: (013) 766 5429

POST 24/271

:

DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES REF NO: A5/096

This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/085)

SALARY

:

R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

:

Nkangala District Office, KwaMhlanga

:

An undergraduate qualification (NQF 7) as recognized by SAQA in Accounting / Cost and Management Accounting / Commerce / Financial Management or equivalent qualifications related to the field plus 3 years relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license.

DUTIES

:

Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES

:

Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725.

POST 24/272

:

DEPUTY DIRECTOR: HR SERVICES REF NO: A5/097

This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/086)

SALARY

:

R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

:

Ehlanzeni District Office, Kanyamazane

:

An undergraduate qualification (NQF 7) as recognized by SAQA in Human Resource Management / Public Management or equivalent qualification plus 3 years relevant experience. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and

practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

DUTIES : Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 24/273 : **DEPUTY DIRECTOR: HR SERVICES REF NO: A5/098**
This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref no: A4/087)

SALARY : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Bohlabela District Office, Bushbuckridge

REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA in Human Resource Management /Public Management or equivalent qualification plus 3 years relevant experience. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision-making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.

DUTIES : Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms A Mashile Tel No: (013) 766 7441

POST 24/274 : **DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS**
REF NO: A5/099
This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/088)

SALARY : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA or equivalent qualifications related to the field plus 3 years relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer based system services. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Extensive computer user knowledge and experience. Valid driver's license.

DUTIES : Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.

ENQUIRIES : Ms A Mashile Tel No: (013) 766 7441

POST 24/275 : **DEPUTY DIRECTOR: LABOUR RELATIONS A5/100**
This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/089)

SALARY : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA in Labour Relations / Labour Law or equivalent qualifications plus 3 years relevant experience. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. Ability to provide strategic leadership and to deliver excellent results under pressure. Valid driver's license.

DUTIES : Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms A Mashile Tel No: (013) 766 7441

- POST 24/276** : **DEPUTY DIRECTOR: TRANSFORMATION REF NO: A5/101**
This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/090)
- SALARY** : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in Public Management / Human Resource Management or equivalent qualifications plus 3 years relevant experience. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license
- DUTIES** : This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.
- ENQUIRIES** : Ms. LH Moyane Tel No: (013) 766 5520
- POST 24/277** : **GIS SPECIALIST: WEB SERVICES REF NO: A5/102**
This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/091)
- SALARY** : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in Information Technology / Computer Science / BSc or equivalent qualifications plus 3 years relevant experience. Experience in GIS database administration, GIS web application development and/or spatial analysis and data extraction will be considered. Experience in working with Arc Gis or Arc IMS. Project management. Knowledge of Government legislation regarding spatial information. Experience in the educational sector will be an advantage. Analytical thinking and problem solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and expended working hours. Valid driver's licence.
- DUTIES** : Manage, maintain and support the departmental GIS services. Identify and acquire spatial and non-spatial data from various sources. Prepare data for use in the GIS environment. Use static information and non-spatial information to create spatial data. Compile and print reports and maps based on the spatial analysis. Responsible for business report writing and spatial data presentations. Promote the use of GIS and spatial analysis in the planning and monitoring of in-house development. Represent the department on departmental, provincial and national level.
- ENQUIRIES** : Ms. M Tebeila Tel No: (013) 766 5566.
- POST 24/278** : **SENIOR STATISTICIAN: EDUCATION MANAGEMENT INFORMATION SYSTEMS REF NO: A5/103**
This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/092)
- SALARY** : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in Statistics or equivalent qualifications plus 3 years relevant experience. Computer literate in Microsoft developments. Excellent statistical analysing skills. Good verbal and

- DUTIES** : written communication skills. Good report writing skills. Sound human relations and the ability to work under pressure and within a team. Valid driver's license. Execute statistical analyses of education data and Stats-SA data. Incorporate external data into useful analytical data. Forecast trends on data to support management decisions. Liaise with other departments / directorates / sectors in assisting with data analyses. Work closely with the Chief Information Officer in regard of the above. Assist management in analyses and understanding of statistical data. Prepare statistical reports for publishing on web-sites, newsletters and media. Liaise within the matrix function on statistical reporting.
- ENQUIRIES** : Mr. D Mtembu Tel No: (013) 766 5124
- POST 24/279** : **WEB SPECIALIST: WEB SERVICES REF NO: A5/104**
This is a re-advertisement of the post advertised in the PSVC 22 of 2026 (Ref No: A4/093).
- SALARY** : R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in the relevant field or equivalent qualifications plus 3 years relevant experience. Analytical thinking and problem solving abilities. Excellent client liaison skills. Sound teamwork and human relation capabilities. Ability to work under pressure and extended working hours. Experience in the Educational sector, project management experience, sound knowledge of HTML/ASP.NET/PHP languages and familiar with SQL databases will be considered. Short listed candidates may be required to complete a technical/practical competency test. Valid driver's license.
- DUTIES** : Develop policies in support of the Departmental strategy. Represent the department on departmental, provincial and national level. Manage technical aspects of the departmental web site. Liaise with other departmental stakeholders regarding departmental website content. Maintain, manage and support the departmental website. Liaise with the EMIS and Information Officer regarding publishing educational data.
- ENQUIRIES** : Ms. M Tebeila Tel No: (013) 766 5566
- POST 24/280** : **SOCIAL WORKER GR 1: ECD CENTRES - CONDITIONAL GRANT REF NO: A5/105 (X6 POSTS)**
This is a re-advertisement of the post advertised (Ref No: A1/002)
- SALARY** : R338 208 per annum
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : A recognized Bachelors Degree in social work (NQF Level 7). Registration with the South African Council for Social Service Professions. In-depth knowledge of psycho-social interventions, Education White Paper 6 on Inclusive Education as well as diverse barriers to learning and development. Computer literacy. A valid driver's license.
- DUTIES** : Monitor and support Conditional Grant ECD programs on compliance as per norms and standards. Facilitate the registration and renewal of ECD centers. Verify the screening of children who are eligible for funding. Mentor and Supervise Social Auxiliary workers. Allocate tasks to Social Auxiliary workers. Facilitate local stakeholder meetings. Render parental care giver training. Render administration services.
- ENQUIRIES** : Mr. EK Siwela Tel No: (013) 766 5922

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Applications must be submitted to Human Capital Management, Department of Arts, Culture, Sports and Recreation, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho.
- FOR ATTENTION** : The Head of Department
- CLOSING DATE** : 24 July 2026
- NOTE** : Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated, however, the initial on the second page of the form is not mandatory. The form is obtainable any Public Service Department or on the DPSA website, www.dpsa.gov.za Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 03 of 2025 states that the form must be completed in manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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/Shortlisted candidate\(s\) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to](https://www.thensg.gov.za/training-course/sms-pre-entry-programme/Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to)

make appointments. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 24/281 : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: 2026/ACSR49/NW**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
 : Grade 12 Certificate. Degree/ Advanced Diploma/ B-Tech at NQF Level 7 (as recognised by SAQA) in Human Resource Management / Public Administration / Public Management / Human Resource and Industrial Psychology. A minimum of five (5) years relevant experience at Middle/ Senior Management level. A valid driver's license. An SMS pre-entry programme must be completed and a Nyukela Certificate be obtained and submitted before an appointment can be considered. Knowledge: Client focused HR Strategist. A thorough understanding of policy formulation and coordination. Proven experience in or thorough understanding of the social development system/ sector. A good background in turnaround and change management strategies Experience in and insight into legislation that impacts on human resource practices and procedures. Knowledge of Government systems (PERSAL). Competencies: A results-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report - writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills.

DUTIES : Provide Strategic Direction, Leadership, and Management in Human Capital Management Unit. Ensure policy development, implementation, and monitoring. Ensure development and implementation of the Strategic Plan, Annual Performance Plan for the Unit. Provide Human Resource Administration Services (and HR practices). Ensure the provision of comprehensive organisational development support. Manage and co-ordinate implementation of departmental transformation programmes. Manage overall employee relations. Ensure implementation and monitoring of Employee Health and Wellness programmes. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Coordinate, and manage strategic human resource training and development services. Ensure implementation of the Performance Management and Development System in the department to ensure performance contracting, management, assessments, and rewards.

ENQUIRIES : Ms L.E. Moloele Tel No: (018) 388 2810

OTHER POSTS

POST 24/282 : **DEPUTY DIRECTOR: ICT REF NO: 2026/ACSR47/NW**

SALARY : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
 : Grade 12 Certificate. Appropriate 3 year National Diploma (NQF level 6)/ Bachelor's Degree (NQF level 7) in Information Technology, Computers

Science or relevant (equivalent) qualification. A minimum of five (5) years relevant experience in the ICT environment of which 3 three years should be at junior management level (Assistant Director and equivalent), MCSE/ ITIL/ COBIT/ Project management Certification/ other relevant certifications will be an added advantage, and a valid drivers' licence. Skills and attributes: Knowledge of hardware and software platforms, their limitations and capabilities. Knowledge and ability to apply relevant regulations, policies and directives. Planning and organising. Project management and administration. People management and conflict resolution. Leadership, delegation and empowerment of subordinates. Financial management. Customer relationship management skills. Excellent written and verbal communication skills with the ability to communicate concepts appropriately to officials at various levels of responsibility. Trustworthy, ethical and professional with integrity. Innovative, self-driven and results-oriented.

DUTIES : Implementation of good corporate governance of ICT within the department as guided by relevant legislations. Development and implementation of business-enabling ICT Strategy. Management of ICT technical support services (hardware, software and networks). Ensure Improvement of departmental processes through deployment of ICT solutions. Initiate, develop and review relevant IT policies/ procedures/ frameworks ensuring adherence to best practices. Planning and execution of ICT projects. Define, negotiate and manage service agreements with external ICT service providers. Proper implementation of ICT risks management processes. Management of the ICT unit financial and human resources.

ENQUIRIES : Mr S.G. Sebolecwe Tel No: (018) 388 2764

POST 24/283 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2026/ACSR48/NW**

SALARY : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
 : Grade 12 Certificate. Appropriate 3 year National Diploma (NQF level 6)/ Bachelor's Degree (NQF level 7) in Operations Management/ Management Services/ Industrial Psychology/ Human Resource Management or relevant (equivalent) qualification. A minimum of five (5) years relevant experience of which three (3) must be at Assistant Director level. A valid drivers' license. Job Evaluation Certificate. Knowledge of Organisational development interventions and techniques. Knowledge of mandates prescript attached to Organisational Develop. Knowledge of Org - Plus and Job Evaluate and OD System. Understanding of Batho Pele Values. Knowledge of Human Resource Planning of PERSAL. Change Management principles. Understanding of Public Service regulations and Act and other Government policies. Skills: Advance Communications skills, both oral and writing. Problem solving skills, People management and empowerment, Presentation skills, Project management skills. Good interpersonal relations skills. Presentation skills. Research analysis skills. Computer skills.

DUTIES : Ensure the development of the Organisational structure. Manage the implementation of Job Evaluation system in the Development. Facilitate job analysis, job design and job evaluation processes. Facilitate implementation of Organizational functionality assessment processes. Management the Departmental Human resource administration delegations. Management the implementation of Change Management Initiatives. Facilitate the development Human resource Plan HRP. Facilitate the development of Departmental Employment Equity Plan.

ENQUIRIES : Ms W Jacobs Tel No: (018) 388 2719

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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

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

CLOSING DATE : 24 July 2026, 17:00PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 24/284 : **MANAGER: MEDICAL SERVICES GRADE 1**

SALARY : Grade 1: R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
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: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services, Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Understanding of clinical governance and audit and proven skills in quality improvement strategies and implementation thereof. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES : Effective leadership and management of staff through leading, growing and motivating staff, and enabling a culture of team work. Fostering trust and care with staff and stakeholders and growing connectedness. Taking responsibility for own behaviour, decision-making and conduct. Overall strategic and on the ground operational management, clinical and corporate governance of clinical service departments. Effective and efficient management of Clinical Departments rendering appropriate, comprehensive, equitable, affordable and accessible secondary/tertiary/ quaternary services at Red Cross War Memorial Children's Hospital in a resource constrained environment. Participation in ecosystem management for service redesign and transformation to strengthen the equity of access to tertiary care. Special portfolios/ projects, which may include data collection, manipulation and analysis. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Management of feedback from the public and resolution of complaints in order to have continuous improvement of technical quality, internal efficiency and effectiveness of services. Provide platform for teaching, training, development and research to improve overall child wellbeing.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005, anita.parbhoo@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

<u>POST 24/285</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: SURGERY (OPHTHALMOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Eerste River Hospital Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council, in respect of foreign-qualified employees, for 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 6years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Perform commuted overtime duties. Willingness to work shifts. A Diploma in Ophthalmology from the CMSA or similar qualification. Competencies (knowledge/skills): Knowledge of ophthalmology with the ability to examine and manage patients in outpatient clinics is essential. Basic ophthalmology clinical and surgical experience, with cataract surgery experience being an added advantage. Ability to work well within a team at all levels of authority and communicate effectively with patients and colleagues. Computer literacy to facilitate patient care, research, and administration. Demonstrated interest in learning ophthalmology and commitment to service delivery.
<u>DUTIES</u>	:	Efficiently evaluate new patients in the eye clinic. Work patients up for surgery and perform the appropriate pre-operative tests, including immersion biometry and OCT scans. Manage post-operative patients and patients with chronic conditions, including glaucoma and diabetes. Perform reliable Goldman applanation tonometry, YAG laser procedures, argon laser procedures, and selective laser trabeculoplasty (SLT). Perform sub-tenons anaesthesia, intra-ocular injections, and cataract surgery under supervision. Assist with the administration of the clinic, including the ordering of special lenses and other related duties as required. Review and appropriately prioritize referrals. Manage inpatients when required, including admission and discharge documentation.
<u>ENQUIRIES NOTE</u>	:	Dr D Steven Tel No: (021) 902-8000 No payment of any kind is required when applying for this post.
<u>POST 24/286</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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.)
<u>CENTRE REQUIREMENTS</u>	:	Eerste River Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified

employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases. Valid (Code B/EB) driver's license and willingness and ability to travel. Available and willing to participate in after-hours duties. Perform commuted overtime duties in the Emergency Centre. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy. Good professional attitude. Excellent communication skills. Ability to work well both in a team or as an individual.

DUTIES : Provide comprehensive medical and psychiatric care through the assessment, diagnosis, treatment, and ongoing management of patients presenting with a wide range of health conditions. Formulate and implement appropriate treatment plans, including medication and therapeutic interventions. Demonstrate clinical competence in the assessment and initial management of undifferentiated patients presenting to a district hospital Emergency Centre. Perform overtime and after-hours duties in the Emergency Centre, including the management of medical, surgical, trauma, and psychiatric emergencies within the district hospital scope of practice. Maintain accurate electronic and paper-based patient records and complete all required medical, legal, and administrative documentation. -Refer patients to specialists and other healthcare providers where appropriate. Complete required CPD activities to maintain HPCSA registration. Uphold the reputation, ethical standards, and integrity of the medical profession.

ENQUIRIES : Dr S Serfontein Tel No: (021) 902- 8061
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 24/287 : **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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Stellenbosch Sub-district
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. 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: Valid (code B/EB) driver's licence. Compulsory Commuted Overtime (COT) duties. 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 and including pediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook, CAREs, VULA, HECTIS, SPV etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Skills in doing outpatient procedures (Core needle biopsy, Fine needle aspiration, Endometrial Pipelles, removal of lesions under local anaesthesia) as well as basic antenatal ultrasounds. Ability and willingness to do outreach services to clinics and training in PHC throughout the Stellenbosch Sub-district, guiding health care colleagues in managing difficult PHC cases. Ability to take ownership of the OPD bookings at Stellenbosch and manage referrals on electronic platforms from the hospital, referring facilities and private providers.

DUTIES : Clinical Service Provision. Clinical Governance. Training and development and Research. Outreach and Support/Cross-utilization of services. Provide quality outpatient care to patients in Stellenbosch Sub-District including Stellenbosch Hospital and surrounding clinics and healthcare facilities. Provide outreach and support service to PHC facilities in the Stellenbosch Sub-District. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Stellenbosch Sub-district facilities as required.

ENQUIRIES : Dr L B Eksteen Tel No: (021) 808-6135
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 24/288 : **PSYCHOLOGIST GRADE 1 TO 3**
 Cape Winelands Health District

SALARY : Grade 1: R907 617 per annum
 Grade 2: R1 055 292 per annum
 Grade 3: R1 221 843 per annum
 (plus a non-pensionable rural allowance of 8% of the basic annual salary), (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign-qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of

RSA-qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as a Psychologist 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. Willingness to travel in the Sub-district. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Strong therapeutic skills. Proven presentation skills. Experience working in a multi-disciplinary team approach. Supervisory experience.

DUTIES

: Deliver a comprehensive clinical psychology service to various clinics in the Langeberg Sub District with regard to assessment, diagnosis and treatment (with children, adolescents and adults). Apply knowledge of intervention skills such as behaviour modification, psychodynamic therapies, family therapy, CBT, group therapy, etc. in a primary health care setting. Provide mentor supervision and training of registered counsellors and Psychiatric Nurses. Conduct training and workshops on mental health aspects. Develop and implement projects that focus on awareness and promotion of mental health in the community. Understand and uphold the principles and ethics of a Therapeutic Milieu.

ENQUIRIES
NOTE

: Dr M Crous, Clinical Manager (Medical) Tel No: (023) 316-9600
: 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 24/289

: **ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)**

SALARY
CENTRE
REQUIREMENTS

: R785 568 per annum
: Tygerberg Hospital, Parow Valley
: 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 in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. 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 in one of the qualifications (R635) accredited with the SANC. The following R635 qualifications are excluded, i.e Post Graduate Diploma in Health Service Management and a Post Graduate Diploma in Nursing Education. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification (R212) or a post graduate diploma (R635) accredited with the SANC in the relevant specialty. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Excellent written and verbal communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

DUTIES

: The candidate will be responsible for management and co-ordination of clinical nursing care in the hospital on night duty. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational

function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical environment on night duty. Support/ deputise for the Head of Nursing and support the Nursing department and the institution.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 24/290 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
 Garden Route District

SALARY : R720 819 per annum
CENTRE : Touwsrante CC (X1 Post)
 Kuyasa CC (X1 Post), George Sub-district

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'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. 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: 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 requirement of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between PHC clinics within the George Sub-district when needed. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Good communication skills (verbal and written). Computer literacy (MS Office: Word, Excel and PowerPoint).

DUTIES : Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814 - 1100
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical evaluation and competency test.

POST 24/291 : **ASSISTANT DIRECTOR: RADIOGRAPHER GRADE 1**
 Chief Directorate: Metro Health Services

SALARY : R664 410 per annum
CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a (Independent practitioner) Diagnostic Radiographer. Experience: A minimum of 3 years' experience in Diagnostic Radiographer registration with the HPCSA. Inherent requirements of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Ability to manage and supervise the Radiography Department with knowledge, experience and skills in general, trauma, emergency, theatre, mobile radiography and Computerised Tomography; PACS and RIS experience will be advantageous. Thorough knowledge of radiation protection, quality assurance, equipment safety and equipment evaluation, pertaining to radiography.

- Extensive experience and knowledge of radiography protocols. The candidate must be computer literate and good communication skill (written and verbal).
- DUTIES** : Responsible for the control, supervision, delegation and co-ordination of the imaging service of the Radiology department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training. Management of the cost centre, inventory and supplies. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in hospital management and delegated tasks, including statistic collation and provide support to the Hospital Management.
- 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.
- POST 24/292** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)**
Garden Route District
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
(Plus non pensionable rural allowance of 18% of your annual basic salary)
- CENTRE** : Riversdale 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing (212). 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. A post-graduate diploma (R635) accredited with the SANC in Peri-operative 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 a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a 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 requirement of the job: A valid (Code B/EB) driver's licence. Willingness to work overtime, weekends, standby duties and Public Holidays when needed. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills.
- DUTIES** : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
- ENQUIRIES** : Mr NL Mphato Tel No: (028) 713 - 8643
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

<u>POST 24/293</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Northern/Tygerberg Sub-structure Office (Stationed at Bothasig CDC)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880, plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with SANC in Advanced Psychiatric Nursing Science (R212). 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. 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/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in obtaining the one-year post-basic qualification (R212) or a post graduate diploma (R635) in the relevant speciality. Inherent requirements of the job: Will be required to rotate within the Facility and assist with other PHC Clinics in the Sub-structure when there is need. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal, planning and organizational skills. Knowledge of the Mental Health Care Act, Child Care act and other relevant legislation. Computer literacy in MS Office.
<u>DUTIES</u>	:	Render and effective and comprehensive nursing treatment and care of patients. Provide continuous and comprehensive nursing care, Effective utilization of human, material and physical resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operated amicably with persons of diverse intellectual, cultural, racial or religious differences. Perform clinical and promote nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility.
<u>ENQUIRIES</u>	:	Ms C Lloyd Tel No: (021) 818-0940
<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 the 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 diploma in the relevant speciality. Shortlisted Candidates will be subjected to a written/ practical/oral assessment
<u>POST 24/294</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u> Directorate: Employee Relations
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in Labour Relations in the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Strong interpersonal, planning, conflict handling and organising skills. Ability to think analytically and the ability to resolve problems. Understanding collective bargaining and dispute resolution in the essential services. Investigative and presiding skills in respect of disciplinary matters/hearings.
<u>DUTIES</u>	:	Give expert advice and support regarding variety of labour relations issues such as misconduct, grievances, and disputes. Act as employer's representative at misconduct disciplinary hearings, conciliations and arbitrations. Facilitate Labour Relations trainings. Investigate and management of grievances. Monitoring and Evaluation of relevant employment relations

practices and activities. Management of ER database, draft learning outcomes reports, relevant standard operating procedures and policies. Ensure optimal supervision of staff.

ENQUIRIES : Mr M Ngqame Tel No: (021) 831-5864
NOTE : No payment of any kind is required when applying for this post.

POST 24/295 : **ASSISTANT DIRECTOR: MEC SUPPORT (LICENSING)**
Directorate: Assurance

SALARY : R487 197 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma (NQF Level 6) in Administration or Finance or Business or Health field or Law (or equivalent). Experience: Appropriate administrative, data management and legal administration/ interpretation experience within a health service and/or business environment. Appropriate supervisory level (salary level 7 or 8). Appropriate experience within a regulatory environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Extensive knowledge of Health Acts & Regulations (National & Provincial), specifically those related to licensing of health services. Extensive knowledge of Policies and Guidelines (National & Provincial) related to licensing of health services. Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills. Client and task/results orientated. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.

DUTIES : Effectively and assertively implement applicable health and related legislation, and decision-making procedure: Participating, on behalf of the Ministry, in all processes pertaining to legislative changes pertaining to the licensing function. Representing the Ministry in all consultative processes surrounding legal matters brought against the MEC in relation to the licensing function Implement guidance of P.N. 187, P.N. 180 and the Guidelines for Licensing Community Mental Health Facilities. Rendering professional administrative support to the MEC in relation to licensing: Receiving, sorting, filing and redirecting matters received by the MEC in relation to licensing. Monitoring the document progress for applications received by the MEC. Engage with the administrative staff in the office of the MEC on short and long term professional administrative support services with regards to licensing to: Collaborating on all appropriate functions with the administrative staff in the office of the MEC. Rendering an advisory service to the MEC in relation to licensing matters: Studying licensing documentation received by the MEC. Consulting additional advisors where necessary. Formulating advice for the MEC on all licensing matters. Presenting to the MEC on all licensing matters. Drafting outcome letters for the MEC in relation to applications received. Ensuring that legislative timeframes are met in relation to licensing. Liaison, on behalf of the MEC, between the office of the MEC and Department and/or applicants in the process of considering the applications: Engaging Departmental staff to clarify queries and obtain background information on all licensing matters dealt with in the MEC's office. Liaison with applicants to obtain additional information in relation to their applications. Liaison with additional advisors in the process of formulating advice in relation to the MEC's function of considering appeals and exemptions.

ENQUIRIES : Mr N Mavela Tel No: (021) 483-3316 / 073 875-8343
NOTE : No payment of any kind is required when applying for this post.

POST 24/296 : **SENIOR PERSONNEL PRACTITIONER: EMPLOYEE BENEFITS ADMINISTRATION**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Khayelitsha/ Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Human Resource Management matters. Appropriate experience in all aspects of personnel and salary administration. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Sound knowledge of all Human

		Resource practices. Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy in MS Word, Excel, Micro Soft Outlook and PERSAL. Good communication skills (written and verbal). Strong supervisory and leadership skills.
<u>DUTIES</u>	:	Manage and supervise the general staff office which is responsible for all personnel and relevant matters. Implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, leave and administration in general. Act as reviser of PERSAL. Audit and revise leave, PILIR, ORW and Pension documentation. Conducting performance reviews for employees. Implement and monitor all allowance and disallowance documentation. Assist staff, supervisor, management and members of the public regarding Human Resource and Pension matters. Advice, support and train staff. Assist with the structuring of all MMS packages.
<u>ENQUIRIES</u>	:	Ms Z Peter Tel No: (021) 360-4717
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test.
<u>POST 24/297</u>	:	<u>SENIOR PERSONNEL PRACTITIONER (PEOPLE DEVELOPMENT)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	People Development
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Three-year National Diploma or Degree. Experience: Appropriate experience in People Development. Appropriate experience in Training. Inherent requirements of the job: Valid driver's license. Willingness to travel. Competencies (knowledge/skills): Good planning, people management and organisational skills. Sound problem analysis. Computer literacy (MS Word, advanced Excel, PowerPoint and Outlook). Ability to function as a team player and independently with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Project management knowledge and capabilities. Appropriate planning and administration skills. In depth understanding, knowledge and extensive appropriate experience within People Development and Training. Appropriate knowledge of the policies, guidelines and legal framework that regulates People Development and Training practices.
<u>DUTIES</u>	:	Manage and co-ordinate the work and responsibilities of the People Development & Training component. Develop and implement policy frameworks and operational plans to guide implementation strategies for the Skills Development within CD: ECSS. Develop and implement a quality assurance system guided by appropriate benchmarks. Responsible for budget administration for the People Development and Training component. Ensure compliance with relevant skills development and related legislation and policies and implement projects and programmes. Management and co-ordination of the Internships, Bursaries, and Workplace Skills Plan administration processes.
<u>ENQUIRIES</u>	:	Mr. X Xontana Tel No: (021) 815-8784
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment.
<u>POST 24/298</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EMPLOYEE RELATIONS</u> Directorate: Employee Relations
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in dealing with disputes within the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge of Labour Relations with specific reference to misconduct, grievances and dispute resolution. Knowledge of labour law. Verbal and written communication skills. Presentation and Facilitation. Computer Literacy in Ms Office.
<u>DUTIES</u>	:	Handling of misconduct cases, investigate misconduct, represent the employer in disciplinary hearings. Handling of grievances, investigate grievances and

draft investigation report with recommendations. Dispute resolutions, represent the employer in dispute resolution forums. Facilitate Labour Relations trainings. Monitoring and Evaluation.

ENQUIRIES : Mr M Ngqame Tel No: (021) 831-5864

NOTE : No payment of any kind is required when applying for this post.

POST 24/299 : **ARTISAN FOREMAN GRADE A (MECHANICAL, REFRIGERATION OR ELECTRICAL)**

Cape Winelands Health District

SALARY : Grade A: R397 329 per annum
CENTRE : Robertson Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: An appropriate trade test certificate. Experience: Grade A: 5 years' experience after obtaining the relevant trade test certificate. Inherent requirements of the job: Valid Code B/EB driver's licence. Do standby, work overtime when needed. Responsible to work in all Langeberg facilities. Competencies (knowledge/skills): Conversant with the Occupational health and safety act 1993 and its relevant regulations. Ability to fault-find and repair down to component level. Competent with hands-on practical work. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Sound knowledge of managing a workshop and staff members including all maintenance facets.

DUTIES : Supervise staff in workshop and produce designs and with material and equipment according to job specifications and standards. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice and ensure quality assurance of all work performed. Repair and install mechanical equipment at Health facilities, plants and buildings according to standards. Keep register of all work done, keep control of job cards and compile and submit reports as required. Ensure adherence to safety standards, requirements and regulations. Perform administrative duties and assist the assistant Director, PM & Facility management with personal progress reports. Do the ordering, procurement and control of maintenance material and equipment. The ability to perform administrative duties and record keeping.

ENQUIRIES : Ms B Rasmeni Tel No: (023) 626-8565

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will have to complete a competency assessment as part of the interview process.

POST 24/300 : **SOCIAL WORKER GRADE 1 TO 4 (PRODUCTION)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R338 208 per annum
Grade 2: R413 004 per annum
Grade 3: R496 668 per annum
Grade 4: R608 859 per annum

CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirements of the job: A valid Code B driver's license. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy, good verbal and written communication skills. Appropriate experience in working with vulnerable populations.

<u>DUTIES</u>	:	Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families, network effectively internally with the multi-disciplinary team as well as with relevant external role players, conduct appropriate referrals to relevant role players / stake holders, actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Ensure continued professional development by keeping updated with developments in the field.
<u>ENQUIRIES</u>	:	Ms S Mdunyelwa Tel No: (021) 826-5838 (Social Work Manager)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 24/301</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: VARIOUS WARDS) (X10 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<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 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: 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 requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<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 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 24/302</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: VARIOUS WARDS) (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	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 or General 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 requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate to other departments if required (excluding maternity). Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 24/303 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
 Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/ competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate experience in procurement functionality & the utilization of the Electronic Procurement System (EPS), Essential Supplier List (ESL) & Logistical Information System (LOGIS). Inherent requirement of the job: Willingness to work after hours if & when needed. Valid code B driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of a Procurement Management environment and financial systems of the Government (BAS, LOGIS). Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organizational skills.

DUTIES : Demand and Acquisition Management of Goods and Services for the Klipfontein & Mitchell's Plain Substructure area. Assisting with the compilation of specifications for various Goods and Services to meet the requirements of the end-user. Attend briefing / site meetings if & when required. Sourcing Quotations for Goods and Services via the EPS. Preparation of Procurement Batches for the Quotation Committee. Prepare & complete orders. Processing, expediting & the follow-up of Purchase Orders. Communication and Feedback with Suppliers and End-users. Report on Procurement Related Transactions on a weekly / monthly basis. Assist in the preparations of the Interim and Annual Financial Statement. Adhere to all prescripts. Support Colleagues, Supervisors / Managers.

ENQUIRIES : Mr QJ Vaughan Tel No: (021) 377-4363

NOTE : No payment of any kind is required when applying for this post.

POST 24/304 : **ADMINISTRATION CLERK: FINANCE/ADMIN (CASE MANAGEMENT)**

SALARY : R237 453 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
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 (KRA's) of the post. Experience: Appropriate Experience in a Case Management-related environment. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft Office) and Excel. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Knowledge of Basic Anatomy, Physiology and ICD10 Coding. Strong sense of Integrity and Accountability.

DUTIES : Manage and control the Attendance Tracking Report to identify invoices for auditing and billing. Obtain Medical Aid Authorizations for: Accommodation; Specialized Radiology; High-Cost Medication. Audit and Finalize Billing for H2 & H3 patient categories. Manage State Department Debt (SANDF and Correctional Services). Finalize charges on AR system as per billing instructions (All UPFS Categories). Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. Filing in and out-patient registration forms, and all other fees related to filing. Manual Suspension of invoices at time of Discharge / where required General fees administration and account related duties/enquiries. Relief for colleagues and undertake various other clerical duties as and when required.

ENQUIRIES : Ms HJ Van Graan Tel No: (021) 658-5007
NOTE : No payment of any kind is required when applying for this post.

POST 24/305 : **ADMINISTRATION CLERK: SUPPORT (PROFESSIONAL SUPPORT SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Office of the Chief Director: Metro Health Services
REQUIREMENTS : Minimum educational qualification: Grade 12 (Senior Certificate or equivalent qualification). Experience: Appropriate experience in secretarial/ administrative support/ office administration. Appropriate experience in document/records management. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to perform overtime when required. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint). Written and verbal communication; listening and typing skills. Effective organising and record keeping skills. Analytical thinking and problem-solving skills. Ability to negotiate; to work well in a team and to work under pressure. Must be self-motivated and reliable.

DUTIES : Provide an office administrative support function. Events, workshop, project and meeting management. Provide co-ordination of all administrative and related functions. Provide logistical support. Support routine office processes and system management.

ENQUIRIES : Ms E Hopkins Tel No: 021) 815-8696
NOTE : No payment of any kind is required when applying for this post.

POST 24/306 : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**

SALARY : R237 453 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
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 (KRA's) of the post. Experience: Appropriate Experience in a Case Management-related environment. Inherent requirements of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills):

		Computer literacy (Microsoft Office) and Excel. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Knowledge of Basic Anatomy, Physiology and ICD10 Coding. Strong sense of Integrity and Accountability.
<u>DUTIES</u>	:	Manage and control the Attendance Tracking Report to identify invoices for auditing and billing. Obtain Medical Aid Authorizations for: Accommodation; Specialized Radiology; High-Cost Medication. Audit and Finalize Billing for H2 & H3 patient categories. Manage State Department Debt (SANDF and Correctional Services). Finalize charges on AR system as per billing instructions (All UPFS Categories). Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. Filing in and out-patient registration forms, and all other fees related to filing. Manual Suspension of invoices at time of Discharge / where required General fees administration and account related duties/enquiries. Relief for colleagues and undertake various other clerical duties as and when required.
<u>ENQUIRIES</u>	:	Ms HJ Van Graan Tel No: (021) 658-5007
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 24/307</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> West Coast Health District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Malmesbury CDC, Swartland Sub-district PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a health care environment. Appropriate experience in a patient reception area. Appropriate experience in Health Information Management and Health Related Information Systems. Inherent requirements of the job: A valid driver's license. Assist within the Sub- district as needed. Competencies (knowledge/skills): Knowledge with regards departmental information systems i.e., Health Information Systems, Ideal Clinic, Sinjani, Tier.Net and PHCIS etc. Computer Literacy skills in MS Office (MS Word, Excel, PowerPoint, Outlook, and Teams). Ability to interpret, analyse and present health information. Appropriate knowledge of Health Information Management processes.
<u>DUTIES</u>	:	Admission of clients open new folders, merging, filing, archiving and disposal of folders. Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Ensure accurate and daily capturing on PHCIS and relevant electronic systems, scanning of tally sheets and capture on Sinjani, (drawing of reports). Ensure accurate appointments are captured on relevant systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling, management of compliments, complaints, and suggestions. Provide support to the Administrative Officer and Operational manager.
<u>ENQUIRIES</u>	:	Mr RA Christoffels Tel No: (022) 482-2729
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 24/308</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Western Cape Health Warehouse, Head Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competences that focus on the key performance areas of the post. Experience: Appropriate experience in managing and handling stock in a store/warehouse environment. Appropriate experience in supply chain and warehouse management, including demand planning, inventory optimization, supplier coordination, and maintaining efficient storage and distribution systems. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge and practical experience in LOGIS or Basic Accounting System (BAS) Knowledge of administrative and/or support duties in a store/warehouse.
<u>DUTIES</u>	:	Capture Log 1 requisitions and issue vouchers in compliance with the Standard Chart of Accounts (SCOA). Perform demand and acquisition management

functions, including Direct Delivery Voucher (DDV) processes. Execute responsibilities within the Electronic Procurement System (ePS), ensuring adherence to procurement prescripts and compliance requirements. Prepare bidding templates and supporting documentation for presentation to the Quotation Committee. Coordinate the receipt, preparation, and deliver/dispatch of clinical/non-pharmaceutical samples for evaluation, including tracking and follow-up on evaluation outcomes. Compile and report on stock on hand and dues-out, supporting effective inventory control and planning. Maintain regular communication with suppliers and internal stakeholders, ensuring timely follow-up on outstanding orders. Assist with interim and annual financial reporting, including financial year-end processes. Provide efficient warehouse support services, including stock handling and administrative functions. Ensure strict adherence to and continuously maintain up-to-date knowledge of applicable departmental policies, prescripts, and procedures. Performed ad-hoc administrative and operational support tasks as required.

ENQUIRIES : Mr D Botha Tel No: (021) 833-7623 or email: Daniel.Botha@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 24/309 : **STAFF NURSE GRADE 1 TO 3 (SURGERY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE REQUIREMENTS : George Regional Hospital

Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as 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 requirement of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include: Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, proactive, flexible, assertive and supportive. Leadership skills.

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 : Ms D Williams Tel No: (044) 802-4538

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 24/310 : **STAFF NURSE GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE REQUIREMENTS : Saron Clinic, Drakenstein Sub-district

Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council:

Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None
Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES : Ms E Williams Tel No: (021) 862-4520
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 24/311 : **ARTISAN ASSISTANT**
 Chief Directorate: Metro Health Services

SALARY : R201 093 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience in maintenance, repairs, and assisting artisans with equipment and building upkeep. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Perform standby duties and work overtime when required. Must be physically fit to perform duties, to lift and load heavy items. Competencies (knowledge/skills): Adherence to the Occupational Health and Safety Act 1993 and its relevant regulations. Computer literacy and good communication skills. Competent with hands-on practical work experience. Ability to learn quickly and adapt to new tasks. Strong attention to detail and committed to deliver quality work.

DUTIES : All repairs and general maintenance of equipment and buildings in the hospital. Maintain equipment and work areas in a clean and safe condition. Assist Artisans with maintenance, repairs, and installation projects. Complete and return repair requisitions and further keep a record of all repairs. Assist in ordering and controlling the materials and workshop tools. Train and develop staff, and clean areas where work has been carried out.

ENQUIRIES : Mr J Levy Tel No: (021) 902-8077
NOTE : No payment of any kind is required when applying for this post.

POST 24/312 : **ARTISAN ASSISTANT**
 West Coast Health District

SALARY : R201 093 per annum
CENTRE : Matzikama PHC Support and Outreach (stationed at Vredendal Hospital)
REQUIREMENTS : Minimum education qualification: Grade 10 (equivalent to Standard 8). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub district within the workshop set-up. Competencies (knowledge/skills): Adherence to the Occupational Health and Safety Act 1993 and its relevant regulations. Ability to operate industrial machinery and welding tasks. Ability to communicate (written and verbal). Ability to handle heavy equipment, heights and narrow spaces.

- DUTIES** : Support with maintenance and repairs of buildings, machinery equipment, apparatus and repair of electrical, mechanical and plumbing installations. Design, make and repair woodwork. Control and manage tools, stock and equipment in workshop. Support and relief supervisor.
- ENQUIRIES** : Mr P Rossouw Tel No: (027) 213-2039
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a practical test as part of the interview process.
- POST 24/313** : **HEALTH PROMOTER**
Garden Route District
- SALARY** : R201 093 per annum
- CENTRE** : Bongoletu Clinic, Oudtshoorn Sub-district
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub District. Willingness to assist at other clinics due to operational needs. It is expected of the incumbent to assist in communities and informal settlements. Competencies (knowledge/skills): Good communication skills (verbal and written).
- DUTIES** : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Liaise with the community's health coordinating structures, departments, local government and other stakeholders to promote an integrated approach to health care. Monitor and implement service delivery programmes. An efficient support service to the Health Facility Manager with respect to the adaptation of broad departmental policy to conform to the health educational/promotional needs of patients and the surrounding community. Ensure effective and efficient utilization of all available resources. Ensure a purposeful integration health education and promotion service provision with service provided (health facility, stakeholders and other community-based services).
- ENQUIRIES** : Ms CW Lucas Tel No: (044) 274-0929
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment.
- POST 24/314** : **NURSING ASSISTANT GRADE 1 TO 3 (GENERAL) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE** : Vanguard CHC (X1 post)
Retreat CHC (X1 post), Southern Western Sub-Structure
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None
Grade 2: A minimum of 10 years of appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years of appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Must be willing and able to assist at other facilities within the Southern and Western Sub-Structure. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.
- DUTIES** : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES** : Mr Lingani Tel No: (021) 695-7242 or Ms Adams Tel No: (021) 713-9741
- 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. Candidates will be subjected to a written/practical and oral assessment.

<u>POST 24/315</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R169 410 per annum Grade 2: R223 614 per annum Grade 3: R260 397 per annum
<u>CENTRE</u>	:	Lady Michaelis CDC (X1 Post) Southern Western Sub-structure Office (Atlantis Ecosystem) (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the SWSS. Competencies (knowledge/skills): Good computer literacy (MS Office: Word, Excel, PowerPoint and Outlook), JAC, Medsas. Good Interpersonal and communication skills. Ability to work as part of a team or independently. Ability to work accurately under pressure and maintain a high standard of professionalism. Capable of adapting to seamlessly fit into changing working environments.
<u>DUTIES</u>	:	Perform the following services or acts under the direct personal supervision of a pharmacist: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks. Support facilities with managing and expanding chronic medicine access through all differentiated models of care e.g. home deliveries of chronic medicine.
<u>ENQUIRIES</u>	:	Ms N Walklett Tel No: (021) 202-0981
<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 24/316</u>	:	<u>HOUSEHOLD AID (WASTE MANAGEMENT)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in waste management in a Hospital/Clinic environment. Inherent requirements of the job: Compulsory shift work, flexible

- hours, weekends, and public holidays. Physical, mentally, and emotionally fit to provide essential services. Willingness to do manual Labour (push heavy HCRW trolleys) and assist in other departments when required. Competencies (knowledge/skills): Ability to participate and work as part of a team. Knowledge of healthcare waste regulations and OHS standards.
- DUTIES** : Perform internal transportation, handling, and disposal of waste in accordance with established procedures and safety standards. Contribute to the achievement of waste reduction and recycling targets through proper segregation and compliance with waste management practices. Ensure the correct and safe waste methods of waste segregation, storage, transport, and disposal of waste. Ensure that the waste is collected in the prescribed containers at the point of generation. Collect and manage all categories of waste, including Health Care Risk Waste (HCRW), domestic/general waste, and recyclable waste. Ensure HCRW containers are correctly weighed within prescribed limits, properly sealed, and handled to prevent health and safety risks. Maintain strict hygiene control of all waste handling equipment, trolleys, and related materials. Ensure that all waste storage areas are kept clean, orderly, and securely locked when not in use. Provide effective support and assistance to service providers and ensure accurate record keeping of all waste management activities.
- ENQUIRIES** : Ms M Fredericks Tel No: (021) 658-5452
NOTE : No payment of any kind is required when applying for this post.
- POST 24/317** : **FOOD SERVICE AID**
 Central Karoo District
- SALARY** : R144 024 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in preparing patient meals in hospitals environment. Inherent requirement of the job: Physically strong to lift heavy objects and be on their feet the entire day. Willingness to work shifts, weekends, overtime and public holidays. Competencies (knowledge/skills): Good communicate skills (read, speak and write). Appropriate knowledge of hygiene, occupational health, HACCP and safety principles. The ability to prepare meals according to standardized recipes.
- DUTIES** : Provision of food services, including pre-preparation and preparation of normal and special diets as well as dishing up and distribution of the meals. Assist with the receiving and storage of perishables and groceries. Implement and control hygienic environment according to occupational health and safety prescripts including infection control. Assist with the informal in-service training of new employees in the unit.
- ENQUIRIES** : Ms S Frieslaar Tel No: (023) 416 -1600
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
- POST 24/318** : **FOOD SERVICES AID**
 Chief Directorate: Metro Health Services
- SALARY** : R144 024 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale industrial food service unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays as required by operational needs. Ability to work in large scale freezers and cold rooms. Be physically strong to lift heavy objects and be on your feet the entire day. Dress according to Departmental specifications and adhere to Hospital Policy. Competencies (knowledge/skills): Have knowledge and understanding of the basic food groups and cooking methods. Knowledge of the HACCP principles. Knowledge of Occupational, Health and Safety principles and measures. Knowledge of Milk Kitchen Operation, Infant Feed Production and storage.
- DUTIES** : Prepare, cook and plate meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Follow the Clean-as-you-go principle. Maintain and report broken and faulty apparatus and equipment. Responsible for preparing food according to standardised recipes.

ENQUIRIES
NOTE

- Work alternative days in the Milk Kitchen as needed Assist with the in-service training of new workers or colleagues. Support to Supervisor when required.
- : Ms L Vermeulen Tel No: (021) 402-6224
- : No payment of any kind is required when applying for this post.