



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following position were advertised in Public Service Vacancy Circular 24 dated 10 July 2026 closing on 24 July 2026, (1) Administrative Officer: Immovable Asset Register Ref no: 2026/271, Centre: Bloemfontein Regional Office. Kindly note that the following position were advertised in Public Service Vacancy Circular 25 dated 17 July 2026 closing on 31 July 2026: (2) Personnel Practitioner: Human Resources Administration Ref no: 2026/296, Centre: Durban Regional Office. Please note that the above posts have been withdrawn.

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the following post was advertised in PSVC 25 Dated 17 July 2026 correct salary level for all level 3 posts is R170 226 per annum. The correct salary level for the post of Cleaner is level 2 R144 024 per annum .

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DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

: 07 August 2026 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. 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.

MANAGEMENT ECHELON**POST 26/01**

: **DIRECTOR: INTERNATIONAL TRADE PROMOTIONS REF NO: 3/3/1/58/2026**

Directorate: International Trade Promotions

This is a readvertisement; applicants who applied previously are encouraged to reapply.

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

**CENTRE
REQUIREMENTS**

structured in accordance with the rules for Senior Management Services (SMS).

- : Gauteng: Pretoria
- : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advance Diploma (NQF 7) in Agricultural Economics / Trade / Development Economics. 5 years' experience at middle/senior managerial level in Agricultural economics / Agricultural trade / International trade. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of the Government policies and priorities in terms of Agriculture. Understanding of the Government's international relations policy framework. Understanding of Government's vision in terms of international forum and the Intergovernmental Relations framework. Knowledge and understanding of the Agricultural sector, Public Administration, various structures and programmes (SADC, NEPAD, AU, UN). Understanding of relevant regional conventions and protocols. Understanding of diplomatic protocol. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project Management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).

DUTIES

- : Manage economic research and provide regular policy briefs to management. Conduct research on economic issues and disseminate research findings through technical reports and briefing documents. Compile, analyse, and report data to explain economic phenomena and forecast market trends. Formulate recommendations, policies or plans to guide DoA interventions. Monitor international trends on agricultural commodity markets and provide briefs to management. Manage the development of international relations and trade (bilateral and multilateral) policies related to agriculture. Manage the analysis and development of policies and advice bilateral trade. Manage the analysis and development of policies and advice multilateral trade. Provide inputs with regards to the signing of trade agreements. Provide the necessary documentation for stakeholder consultations. Manage the implementation of international trade (bilateral and multilateral) policies and agreements related to structure. Implement obligations in terms of trade agreements. Monitor the implementation of trade agreements by the Department. Facilitate, co-ordinate and support the implementation of international trade agreements and policies. Monitor the implementation of trade policy and trade obligations by other trading partners. Facilitate, coordinate and guide the support of international relations with governments, organisations and forums in the Americas, Australasia, Europe and Middle East. Facilitate, co-ordinate and guide the sector participation in multilateral forums and Rome based agencies. Manage, undertake and support trade negotiations, in order to improve international access and contribute towards fair trade rules. Manage the preparations of policy discussion documents to inform South Africa's international trade in agriculture (including cross cutting e.g non-tariff barriers). Manage the preparation of negotiating positions for the relevant bilateral and multilateral trade negotiations. Co-ordinate and manage research that forms the basis for negotiation of treaties. Undertake, manage and support trade negotiations regarding agriculture. Represent the Department in international trade fora. Undertake and manage support negotiation of bilateral agreements. Manage the provision of trade intelligence to the agriculture sector. Provide input with regards to the development of export and import policies and regulations. Manage the preparation of and collaborate with the DTI in compiling economic impact assessments of international trade policies on procedures, exporters and consumers. Co-ordinated and manage research into foreign trade policies and best practice. Provide advice and recommendations on research outcomes. Manage, co-ordinated and guide international and multilateral relations with governments, organisations and forums in the UN Americas, Australasia, Europe and Middle East. Manage, negotiate and implement the bilateral Agreements with South-South and North-South regions. Manage, negotiate and implement Multilateral agreements relating to agriculture.

		Support the participation of the department in at the World Trade Organisation and Official Development Assistance Programme, as well as implementation of global norms and standards by International Organisations.
<u>ENQUIRIES</u>	:	Ms K Komape Tel No: (012) 319 7331
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DITPrecruit58@nda.gov.za
<u>POST 26/02</u>	:	<u>SCIENTIFIC TECHNICIAN GRADE A-C REF NO: 3/3/1/59/2026</u> Chief Directorate: Inspection and Quarantine Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (all-inclusive package to be structured in accordance with OSD)
<u>CENTRE</u>	:	North-West: Buffelspoort
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Biological Sciences or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. A minimum of 3 years post qualification technical (Scientific) experience. Job Related Knowledge: Programme and Project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job Related Skills: Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Prepare for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Perform scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conceptualise and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr T. Pongolo Tel No: (021) 809 1640
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STGrecruit59@nda.gov.za
<u>NOTE</u>	:	African, Coloured, Indian Males and Coloured, White Females and persons with disability.
<u>POST 26/03</u>	:	<u>ADMINISTRATION CLERK (SUPERVISOR) REF NO: 3/3/1/60/2026</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R338 106 annum (Level 07)
<u>CENTRE</u>	:	Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. A Certificate in wine will be an added advantage. Job Related Work Experience: Three (03) years administration experience in Wine Online certification system and user

		support. Job Related Knowledge: Departmental policies and prescripts. Relevant regulations of the Liquor Production Act, 1989 (Act No 60 of 1989). Knowledge of wine cultivars and different types of liquor as defined in the Liquor Products Act. Knowledge of export and import procedures, compositional and labelling requirements of the Liquor Products Act. Procurement procedures. Quality assurance practices. Cultural diversity. Job Related Skills: Ability to communicate well and interact with people at different levels. Integrity and discretion. Filing of documentation. Issuing of invoices. Wine Online help desk support and client liaison. Registration, processing and issuing of export and import documentation. Knowledge of wine cultivars and different types of liquor. Ability to interpret the Act and regulations. Data capturing and typing skills. Planning and execution. Management and Organising. Interpersonal skills. Problem solving skills. Analytical skills. Listening Skills. Computer literacy. Valid driver's licence and the ability to drive. Training of Wine Online users. Acceptance of responsibilities. Quality of work. Self-discipline. Communication. Teamwork. Attitude. Computer literacy. Report writing. A valid driver's license. Extended working hours.
<u>DUTIES</u>	:	Maintain control of exported and imported liquor products. Registration, data capturing and processing of import/export documentation on Wine Online. Issuing documentation. Maintain records on Wine Online. Problem solving in Wine Online. Invoicing. Preparing statistical reports. Handling enquiries. Capturing and linking consignees/branches. Correcting LIMS interface errors. Registering exporters/importers. Maintaining registration information. Overseeing sample registration, discarding samples and vinothèque records. Resolving sample registration issues. Issuing compliance letters. Stakeholder Liaison. Providing advisory services to clients, external and Internal stakeholders. Training personnel and clients. Maintaining Wine Online helpdesk. Answering and resolving queries. Validating export certificates. Interpreting import/export procedures. Identifying and resolving blacklisted clients on WOL to ensure adherence to legislative prescripts. Registration/cancellation of A and B codes for liquor products in terms of Regulation 40 of the Act. Verifying and oversee invoicing processes. Supervise and provide financial and supply chain administration and technical line admin support services in the component. Provide information required for shifting into the correct item codes on the budget. Assist with financial management of budget / 25% expenditure per quarter. Budget assistance. Ensuring proper allocation of expenditure and monitor expenditure targets. Verifying invoices. Overseeing procurement processes. Maintaining financial records and asset registers. Assist with monthly and quarterly import and export reports. Oversee adherence to waste management and health and safety requirements. Ensure effectively filed documentation. Supervise human resources/staff. Allocating work. Check, verify and update documentation/registers (leave forms, EPMDs, overtime). Updating work plans and performance standards. Performance assessment. Staff development. Manage export admin office to ensure effecting Wine Online support services.
<u>ENQUIRIES</u>	:	Ms Wendy Jonker Hanekom Tel No: (021) 809 0374
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACSrecruit60@nda.gov.za
<u>NOTE</u>	:	EE Targets: African Males, and persons with disability.
<u>POST 26/04</u>	:	<u>SENIOR LABORATORY ASSISTANT REF NO: 3/3/1/61/2026</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate. Job Related Work Experience: Three (03) years appropriate experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts/ policies. Agricultural Product Standards Act, Act 119 of 1990. Liquor Products Act, Act 60 of 1989. Job related skills: Knowledge and application of the laboratory quality system. Knowledge of work-related policies and procedures. Laboratory techniques and safety. Problem solving techniques. Effective communication. Provisioning Administrative system (chemicals, equipment etc.). Data processing. Applicable relevant analytical techniques. Effective managing of stores and ordering of miscellaneous stores. Use of relevant laboratory and office equipment. Manual dexterity. Communication capabilities. Insight capabilities

in the application of quality assurance documentation. Accuracy, thoroughness and timeousness. Computer skills, application/usage of computer software. Code 08 Drivers license. Alert and troubleshooting skills. Administrative and organisational skills. Language capabilities with regard to the understating of quality system documentation. Planning skills. Self-developmental inclined, Ability to work in a team. Training skills/give guidance. Willingness to work extended hours. Handling of hazardous chemicals.

DUTIES : Prepare samples and perform routine analysis for the determination of chemical residues / liquor products composition components (quality control): Labelling of samples. Collecting/taking samples for preparation (fruits, vegetables and or other agricultural products). Preparations of sample material by weighing, drying, cutting etc. Preparation of stains, buffets and reagents. Visual inspection and collection of infected material if possible. Perform extractions and basic analyses of samples. Record analyses results. Storage of samples. Packing and / or transport samples. Assist in decontamination and disposal of used samples. Removal of waste. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Perform verification and calibration on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Clean laboratory facilities. Clean glassware and laboratory equipment. Perform administrative and related functions. Inventory control of equipment and consumables of equipment. Record keeping and updating of identified registers (registration book, samples referral, samples received, records of results, inventory of standards, reagents, chemicals, waste removal). Assist with invoicing of analyses. Comply with health and safety regulations, Mentoring of Laboratory Assistants.

ENQUIRIES : Ms Xoliswa Tlali Tel No: (021) 809 1643
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SLArecruit61@nda.gov.za

NOTE : EE Target: African Males and Females and Persons with disability.

POST 26/05 : **ADMINISTRATION CLERK REF NO: 3/3/1/63/2026**
 Directorate: Cooperatives

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

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

ENQUIRIES : Ms Sibusisiwe Matanda Tel No: (012) 319 8143

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit63@nda.gov.za .
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 26/06</u>	:	<u>ADMINISTRATION CLERK REF NO: 3/3/1/62/2026</u> Directorate: Inspection and Quarantine Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Free State: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Electronically and manually record data / Update registers and statistics. Provide a reception / switchboard service and handle routine enquiries. Make photocopies and receive or send facsimiles. Provide monthly photocopier readings to stakeholders and log repairs. Provide monthly notice of receipts for photocopier. Report building maintenance/accommodation matters. Handle incoming and outgoing mail and packages to various stakeholders as required. Keep and maintain the filing system for the component. Provide a secretarial service to draft agenda and take minutes, arrange meetings, venues and accommodation and travel arrangements. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Update and maintain the relevant databases. Compile and submit the relevant reports, memos and submissions as required. Keep and maintain a Key Control Register. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of office items and contracts. Stock control of office stationery, toiletries/cleaning material, face value forms, assets and uniforms and issue inventory. Keep and maintain the asset register of the component. Administer movement and disposal of assets of the component. Draft reports for assets and loss control as necessary. Assist with the verification of asset reports for the various divisions for the quarterly asset report. Assist with the coordination of losses for the quarterly loss report. Provide personnel administration clerical support services within the component. Process and record Application for leave and maintain a leave register for the component. Keep and maintain personnel records in the component. Compile and maintain attendance register of the component. Handle enquiries, e.g. leave, termination, appointments, PMDS, Performance Agreement, etc. Provide advice and guidance to officials regarding human resources matters. Submit training documentation and maintain training records. Provide financial administration support services in the component. Financial administration support services. Assist with the budget by providing information, capturing and updating expenditure for the component. Facilitate payment for goods and services. Administer, check and verify S&T claims and advances, update the S&T claim and Advance control register and personnel record. Handle telephone accounts and petty cash for the component. Check and verify cell phone and 5G applications and upkeep of the database and cell phone register. Check and verify overtime claims and update the overtime register. Generate invoicing and weekly invoice registers and monthly invoice reconciliations. Monthly payment and reconciliation of the courier account. Provide stakeholders with invoices and other account-related information. Render transport administrative support services. Coordinate the utilisation of government vehicles. Issue trip authorisations and garaging applications to officials, manage and control issuing of vehicles and petrol cards. Conduct inspections of vehicles. Verify driver's licenses of officials before issuing departmental vehicles. Ensure vehicles are serviced and / or maintained according to the requirements. Report damage to vehicles. Coordinate the repair of vehicles (resulting from accidents, breakdowns, etc). keep record of

log sheets, trip authorisations, verify Wes Bank transaction reports, etc. Arrange travelling and accommodation. Completing a accident report, loss reports and other transport related reports.

ENQUIRIES
APPLICATIONS

: Mr Kuben Naidoo at 082 881 2262
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit62@nda.gov.za.

NOTE

: EE Target: African, Indian, White Males and Indian Females and Persons with disability.

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular Persons with Disabilities and Youth.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account.
- CLOSING DATE** : 07 August 2026
- NOTE** : Applications must be submitted with two (2) attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website ([Z83 editable](#)) and 2. A recently updated comprehensive Curriculum Vitae. If either or all of these two attachments are not submitted, the applicant's application will be disqualified. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialed and signed by the applicant. Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: 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://thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. 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.

MANAGEMENT ECHELON

<u>POST 26/07</u>	:	<u>DIRECTOR: STATE-OWNED ENTITIES GOVERNANCE REF NO: DSOEG</u> Nature of Appointment: Permanent The purpose of the post is to manage, coordinate and provide SOEs corporate governance and oversight services.
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7/ degree in Auditing / Law / Accounting / Corporate Governance or relevant equivalent qualification as recognised by the South African Qualifications Authority. Five (5) years' experience at Middle/ Senior Management level in Enterprise /SOEs corporate governance oversight services of organisations/public entities. Postgraduate qualifications in Corporate Governance will serve as an added advantage. Skills / Competencies and Knowledge: Core competencies: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation, Customer-focused Communication. Technical knowledge and competencies: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Companies Act 2008, Knowledge of King IV Report on Corporate Governance in South Africa, Review and analysis of governance documents / frameworks / processes / submissions, Interpretation of Governance Legislation and Policy Frameworks, Review and Assessment of Compliance with Policies, Laws, Basic Research, Analytical Thinking, Report Writing.
<u>DUTIES</u>	:	The successful candidate will manage and drive the development, review and implementation of the Departmental shareholder governance framework. Manage and monitor shareholder governance instruments applicable to assigned entities, including shareholder compacts, governance agreements and Memoranda of Incorporation. Manage assessments of governance performance and compliance of SOEs with shareholder compacts/governance agreements and other governance instruments. Manage the assessment of board governance, board, committee and executive evaluations, and implementation of approved governance improvement plans. Manage the Board appointment and remuneration process and analyse executive appointment submissions from assigned entities, including preparing recommendations for Ministerial consideration. Manage the coordination and facilitation of the Minister's participation in SOE-related governance structures (annual general meetings and Minister-Board quarterly forum meetings), analysis of SOE annual reports and other reports submitted for the meetings and tabling of SOE annual reports. Manage oversight of interventions arising from audit findings within assigned entities, including assessing audit implications and recommending corrective actions. Manage preliminary assessments of allegations of misconduct across the SOE portfolio, oversight of formal investigations conducted by external service providers, and monitoring of implementation of investigation recommendations and corrective governance measures. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 12 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
<u>APPLICATIONS</u>	:	Link : <u>CLICK HERE</u>

OTHER POST

<u>POST 26/08</u>	:	<u>DEPUTY DIRECTOR: BROADCASTING TECHNOLOGIES AND SERVICES</u> <u>REF NO: DDBTS</u> Nature of Appointment: Permanent (This post is being re-advertised. Applicants who applied previously are welcome to re-apply).
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Broadcasting / Telecommunications/ ICT/ Engineering/ Communication and Media studies or equivalent relevant field, as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience in Broadcasting / Telecommunications/ ICT/ Engineering relevant environment at Assistant Director level / middle management. Skills / Competencies and Knowledge: Core competencies: Understanding of digital broadcasting; Understanding of signal distribution; Understanding of Broadcasting Engineering Principles; Acceptance of Responsibility; Communication; Initiatives; Job Knowledge; Planning and Execution; Quality of work; Reliability; Teamwork. Technical competencies: Broadcasting Infrastructure Development; Broadcasting Engineering; Digital Migration Expertise; Stakeholder Management and Collaboration; Monitoring and Evaluation.
<u>DUTIES</u>	:	To manage and coordinate the design and implementation of Broadcasting Technologies programmes and strategies to support the achievement of the DCDT strategic objectives. The successful candidate will: Contribute technical insights to the development of Broadcasting Technologies programmes, strategies and plans. Coordinate the planning and implementation of national broadcasting infrastructure projects. Coordinate the implementation of South Africa's digital migration strategy from analogue to digital broadcasting and manage the efficient use of broadcasting spectrum to enhance service quality and expand access. Provide support on the development and review of policies, regulations, and technical standards that govern broadcasting services and technologies, ensuring alignment with national and international broadcasting frameworks. Support initiatives for the adoption and integration of emerging broadcasting technologies, such as IPTV, OTT (Over-the-Top) services, and 5G broadcasting, to drive innovation and modernisation in the sector. Collaborate with industry stakeholders, including public and private broadcasters, content creators, regulatory bodies (ICASA), and international broadcasting organisations, to foster partnerships and drive broadcasting infrastructure development. Conduct oversight monitoring on the implementation of projects and programmes within the broadcasting infrastructure directorate. In addition to the above, the key result areas also require: Project management, managing financial resources, driving change and operational excellence and managing compliance.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
<u>APPLICATIONS</u>	:	Link: CLICK HERE

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.



- APPLICATIONS** : Send your complete application to: Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR submit online at: <https://careers.dcs.gov.za/>
- CLOSING DATE** : 11 August 2026 @ 15:45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** : All costs associated with an application will be borne by the applicant. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. The Z83 application form must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please submit a complete application for the post you apply for and attach your supporting document on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. All appointments are subject to personnel suitability checks and will be made in accordance with applicable legislation, policies and fair recruitment practices. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

- POST 26/09** : **ARTISAN FOREMAN GRADE A: ELECTRICIAN REF NO: FSNC 2026/07/20**
(12 Months Contract)
- SALARY** : R397 329 per annum, (plus 37% in lieu of benefits)
- CENTRE** : Free State and Northern Cape Region: Colesburg Management Area
- REQUIREMENTS** : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Five (5) years post qualification experience as an Artisan. Valid driver's licence. Competencies And Attributes: Team leadership. Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication, planning and organizing skills. Conflict Management.

<u>DUTIES</u>	:	Training and development of offenders. Management of administration task. Control over workplaces and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of human and financial resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 26/10</u>	:	<u>ARTISAN PRODUCTION GRADE A: PLUMBER AREA REF NO: FSNC 2026/07/21</u> (12 Months Contract)
<u>SALARY</u>	:	R253 341 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Free State and Northern Cape Region: Colesburg Management
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 26/11</u>	:	<u>ARTISAN PRODUCTION GRADE A: WELDER REF NO: FSNC 2026/07/22</u> (12 Months Contract)
<u>SALARY</u>	:	R253 341 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Free State and Northern Cape Region: Colesburg Management Area
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



- 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@di.mil.za
- CLOSING DATE** : 07 August 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 POST

<u>POST 26/12</u>	:	<u>VETTING SESSION WORKERS (FREELANCERS) REF NO: DI/24/26/26 (X5 POSTS)</u> Re-advertised, Applicants who previously applied are encouraged to re-apply. Two (2) years fixed contract
<u>SALARY</u>	:	R214.92 per hour and does not exceeds 180 hours per month.
<u>CENTRE</u>	:	Defence Intelligence Division, Pretoria.
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms T.C. Nkopane Tel No: (012) 315-0508
<u>NOTE</u>	:	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 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>	:	07 August 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 26/13</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2ASDIA/UIF</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Auditing / Auditing / Accounting / Computer Science / Information Systems / Informatics / IT Auditing at NQF

Level 6 as recognized by SAQA. Registered Institute of Internal Auditors (IIA) and / or Information Systems and Control Association (ISACA). Certified Information Systems Auditor (CISA) / Professional Internal Auditor Certification (PIA) / General Internal Auditor Certification (GIA) / Certified Internal Auditor (CIA) / Certified Risk Management Assurance (CRMA) will be an added advantage. Four (4) years of experience of which- two (2) years must be functional experience in Internal Audit / IT Audit environment. Two (2) years at a supervisory level. Knowledge: Conflict Management. Audit Techniques. Policy analysis. International Professional Practices Framework (IPPF). Internal Standards for the professional Practice of Internal Auditing. Global Internal Auditing Standards Skills Communication. Coordinating. Presentation. Conflict and Problem Solving. Planning and Organising Computer Literacy. Interpersonal. Team Leadership. Report Writing. Data Analytics Self Disciplined and Self-Management.

DUTIES : Provide inputs in the development of the three-year rolling and annual risk-based audit plans. Coordinate a strategic risk-based audit plan in the fund. Undertake advisory and assurance services. Conduct the internal audit activities in support of the oversight role of the audit committee. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES : Ms T Mabago Tel No: (012) 337 1609

APPLICATIONS : email: Jobs-UIF6@labour.gov.za

NOTE : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

POST 26/14 : **ASSISTANT DIRECTOR HUMAN RESOURCES MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/7/5**
(Three (3) year contract)

SALARY : R487 197 per annum, plus 37% in lieu of benefits

CENTRE : Provincial Office: KwaZulu Natal

REQUIREMENTS : An undergraduate qualification in Human Resources Management/ Public management/ Employee Relations at NQF level 6 as recognized by SAQA. Four (4) years of which two (2) years must be functional experience in human resources management and employee relations environment, and two (2) years must be at a senior practitioner level. Driver's license will be added as an advantage. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedure, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum information Security Standards, PERSAL and other HR information management systems. Skills: Communication (verbal and written), Computer Literacy (Excel, Word, Power Point, Persal, etc.), Innovative/ Creative, Presentation, Responsiveness, Report Writing, Time Management, Organizing and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/ Assets) in the division.

ENQUIRIES : Mr TG Gumede Tel No: (031) 366 2355

APPLICATIONS : Deputy Director: Human Resource Management, P O Box 940, Durban, 4000
Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za

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

POST 26/15 : **SENIOR PRACTITIONER EMPLOYEE RELATION REF NO: HR4/4/7/6 (X2 POSTS)**
(Three (3) year contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits

CENTRE : Provincial Office: KwaZulu Natal

REQUIREMENTS : An undergraduate qualification in Human Resources Management/ Public Management/ Employee Relations at NQF level 6 as recognized by SAQA. Two (2) years' must be functional experience in Employment Relations Management environment. Driver's license will be added as an advantage.

		Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of case law and trends in Labour Law, Public Finance Management Act (PFMA), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA procedure. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Presentation, Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the department. Represent the department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/16</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR 4/4/7/7</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/ Development/ Training and Development/ Management of Training/ Public Management/ Industrial and Organisational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' functional experience in Human Resources Management/ Training and Development/ Performance Management Services. Drivers Licence will be added as an advantage. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Service Regulations Public Finance Management Act (PFMA), Human Resource Development Policies, Human Resource Systems (PERSAL), Skills Development Act (SDA), Skills Development Levies Act (SDLA), Labour Relations Act (LRA), Basic Condition of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA). Skills: Communication, Computer Literacy, People Management, Project Management Presentation, Report Writing, Time Management, Design and Development, Organizing and Planning, Problem Solving, People Management, Presentation, Planning and Organizing.
<u>DUTIES</u>	:	Coordinate the implementation Human Resource Development initiatives in the province. Coordinate the implementation of Performance Management System in the province. Implement Internships/Learnership Programmes and Induction Programmes. Manage resources (Human resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN17@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/17</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/7/8</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/Public Management at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Two (2) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing.

<u>DUTIES</u>	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/18</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Pietermaritzburg Ref No: HR4/4/6/2 (X1 Post) Labour Centre: Dundee Ref No: HR4/4/6/5 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12, three (3) year tertiary qualification in Labour Relations/ LLB. Two (2) years' functional experience in Inspection and Enforcement Services. A valid motor vehicle driving license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, NMWA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including preparing for and appearing in court as a state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Manage the finalisation files of cases received, and investigations conducted by the Inspectors. Contribute at a higher-level planning, drafting and maintenance of regional inspection plans.
<u>ENQUIRIES</u>	:	Mr JSM September, Tel No: (033) 341 5305 (Pietermaritzburg) Mr M Mthimkhulu Tel No: (034) 212 2421 (Dundee)
<u>APPLICATIONS</u>	:	Deputy Director: Pietermaritzburg Labour Centre, P/Bag X9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN12@Labour.gov.za Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/19</u>	:	<u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/6/1</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Durban
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Electrical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing

		skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 336 1500
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. E-mail: Jobs-KZN7@labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/20</u>	:	<u>OHS INSPECTOR: CIVIL ENGINEERING REF NO: HR4/4/6/3</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Kokstad
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Civil Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act, Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr S Ngqoza Tel No: (039) 727 2140
<u>APPLICATIONS</u>	:	Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad, 4700 E-mail: Jobs-KZN1@labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/21</u>	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/4</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Pinetown
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Mechanical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and

procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

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

ENQUIRIES : Mr B Gwala Tel No: (031) 713 9100
APPLICATIONS : Deputy Director: Pinetown Labour Centre, PO Box 1025, Pinetown, 3610 Or hand deliver at 49 Kings Road, Pinetown, 3610 E-mail: Jobs-KZN11@labour.gov.za

NOTE : EE Priority will be given to White Males and Females

POST 26/22 : **OHS: INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/05**

SALARY : R413 001 per annum
CENTRE : Labour Centre: Jane Furse
REQUIREMENTS : Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e., Mechanical Engineering. Valid driver's License. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. SKILLS: Planning and Organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

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

ENQUIRIES : Ms JM Fope Tel No: (015) 290 1665
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: CFJobs-JF@labour.gov.za

NOTE : Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.

<u>POST 26/23</u>	:	<u>ADMINISTRATION OFFICER REF NO: HR4/26/07/13HO</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree(NQF7) in Office Management/ Financial Management/ Public Administration/ Business Administration/ Business Management. Minimum of one (1) year functional experience in office management or inspections and enforcement services. Knowledge: Departmental policies and procedures. Public Finance Management Act, Minimum term expenditure budgeting processes, financial administration processes and systems, Computer literacy (MS Packages, excel, word, PowerPoint and ability to use email). Skills: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).
<u>DUTIES</u>	:	Perform budget planning for the Inspection and Enforcement Services Branch. Perform Human Resources functions for the Inspection and Enforcement Services Branch. Perform the functions of procurement of goods and services for the Inspection and Enforcement Services Branch. Coordinate information on complaints received. Consolidation of Performance Information.
<u>ENQUIRIES</u>	:	Ms M Ruiters Tel No: (012) 309 4407
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za
<u>NOTE</u>	:	EE targets-Priority will be given to African Males, Coloured Males and Females, Indians Males and Indian Females and White Males and Females.
<u>POST 26/24</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3: MEDICAL ADJUDICATION REF NO: HR 4/4/6/04</u> Re-advertisement applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	Grade 1: R337 359 - R397 392 per annum, (OSD) Grade 2: R411 978 – R485 289 per annum, (OSD) Grade 3: R495 423 - R635 088 per annum, (OSD)
<u>CENTRE</u>	:	Labour: Centre, Modimolle
<u>REQUIREMENTS</u>	:	Four (4) years' degree (NQF7)/ three (3) years' Diploma in Nursing (NQF6). Post Graduate Diploma (NQF8) in Occupational Health / Theatre Technique / Critical Care will be an advantage. Grade 1: 2-9 Years' experience gained after registration, Grade 2: 10-19 Years' experience gained after registration. Grade 3: 20 Year's and above experience gained after registration. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public hospital level or private hospital. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupation Health knowledge, Regulatory Knowledge & Implementation, Del and Compensation Fund objectives and business functions, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public Service Act, Health Professions Act, Health Act. Skills: Post claims management and settlement, Claims handling, Claims settlement management, Medical Policy Management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical Systems (IT Systems Control Designs), Clinical Coding, Quality Assurance and Improvement, Research and Benchmarking.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval for medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Ms JM Fope Tel No: (015) 290 1665

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: CFJobs-MOD@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female
<u>POST 26/25</u>	:	<u>HUMAN RESOURCE MANAGEMENT CLERK REF NO: HR4/4/7/9 (X4 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Knowledge: PERSAL, HR information management system, 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. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing Time management, Organizing and Planning, Problem Solving.
<u>DUTIES</u>	:	Implement human resource administration practices (Recruitment and Selection), implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILLIR or etc.), Facilitate performance management function, Address human resource administration enquiries.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za
<u>POST 26/26</u>	:	<u>ADMINISTRATION CLERK: INSPECTION & ENFORCEMENT SERVICES REF NO: HR4/4/7/1</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Estcourt Labour
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing Skills: Planning and Organizing, Communication, Computer Literacy.
<u>DUTIES</u>	:	Render administration support services to the Directorate, Control the movement of documents and files in the Directorate, Provide Supply Chain Management support in the Directorate, Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Ms J Fakazi Tel No: (036) 352 7767
<u>APPLICATIONS</u>	:	Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Application: Jobs-KZN6@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to African Males, Indian Males, White Males & White Females.

UNEMPLOYMENT INSURANCE FUND GRADUATE INTERNSHIP PROGRAMMES FOR 2027/2028 TO 2029 FINANCIAL YEAR.

<u>NOTE</u>	:	The Department of Employment and Labour would like to invite qualifying applicants to apply for Unemployment Insurance Fund Graduate Internship programme, for the Financial year 2027/2028 to 2029. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed, never participated in any Internship Programme (both Public or Private sector).
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OTHER POSTS

<u>POST 26/27</u>	:	<u>INTERNSHIP: OFFICE OF THE UIF COMMISSIONER REF NO: HR4/4/1/3OUIIC2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the UIC. Render administrative support services in the office of the UIC. Provide support in the management of the Commissioner's diary including the events calendar, arrange meetings and workshops.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern01@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/28</u>	:	<u>INTERNSHIP: AUDIT/ GOVERNANCE COORDINATOR REF NO: HR4/4/1/3AGC2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Internal Audit/Auditing/ Accounting at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Auditor General Processes and Procedures. Internal Audit Manual and Methodology Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Assist internal and external audit coordination. Provide assistance in requests from and external auditors Assist the implementation of Audit Action Plans. Provide assistance in the implementation of PROBITY process.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern02@labour.gov.za For Attention: Sub-directorate: Human Resources Practices, UIF
<u>POST 26/29</u>	:	<u>INTERNSHIP: COMPLIANCE SUPPORT REF NO: HR4/4/1/3CS2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Internal Audit/Auditing/ Accounting at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Skills: Report writing. Policy Analysis, Development and Management. Computer Literacy. Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Provide assistance in the implementation of the compliance universe. Provide assistance in conducting the compliance Risk Assessment. Assist in implementation of the compliance plan. Provide assistance in reviewing of policies and procedures in line with the compliance.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern03@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/30</u>	:	<u>INTERNSHIP: RISK MANAGEMENT REF NO: HR4/4/1/3/RM2026/UIF (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Risk Management / Internal Control / Corporate Governance / Compliance / Public Management / Public Administration at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Risk Management Policies and Strategy. Batho Pele Principles. Anti – Fraud and Corruption Policies. Skills: Communication.

<u>DUTIES</u>	:	Computer Literacy. Innovation/ Creative. Presentation. Report Writing. Time Management Organizing and Planning. Problem Solving.
	:	Render support service in the implementation of risk framework/ strategies. Participate in the conducting of research on aspects of risk. Provide support in the Risk Management programme through communication and training. Administer fraud account.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern04@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/31</u>	:	<u>INTERNSHIP: INTERNAL AUDIT REF NO: HR4/4/1/3/IA2026/UIF (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Auditing / Finance / Accounting / IT Auditing at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Evidence gathering and Audit Execution. Internal Audit Process. Treasury Regulations and internal Audit Standards. Batho Pele Principles. Public Financial Management Act. Skills: Report writing. Computer Literacy. Communication. Research Methodology. Analytical and creativity. Problem Solving. Presentation. Planning and organizing.
<u>DUTIES</u>	:	Render support in carrying out audit engagement planning. Participate in the development of audit projects. Provide internal audit administration support services. Provide assistance in examining audit progress.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern05@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/32</u>	:	<u>INTERNSHIP: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: HR4/4/1/3/SPME2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Audit / Forensic Audit / Economics / Accounting/ Accounting Science/ Commerce/ Development Studies/ Social Science/ Monitoring and Evaluation/ Business Management/ Business Administration at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform/ Principles. Monitoring and Evaluation Systems. Research Methodology. Skills: Communication. Computer Literacy. Innovative/ Creative. Presentation. Report writing. Time Management. Organizing and Planning. Financial Management. Problem Solving.
<u>DUTIES</u>	:	Administer appropriate governance to support the Fund's strategy development process. Assist in the implementation of monitoring and evaluation framework. Facilitate the evaluation and analysis of service delivery.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern06@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/33</u>	:	<u>INTERNSHIP: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/1/3/RPD2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Development Studies/ Social Science/ Monitoring and Evaluation/ Business Management/ Business Administration/ Public Administration at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform/ Principles. Monitoring and Evaluation Systems. Research Methodology. Skills: Report writing. Policy Analysis, Development and Management. Computer Literacy.

		Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Render support in conducting policy research and policy analysis for UIF. Participate in the development, monitoring and review of policies, strategies, frameworks and guidelines in UIF. Render assistance in administrative support to the Sub-directorate
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern07@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/34</u>	:	<u>INTERNSHIP: ADMINISTRATOR OFFICE OF THE CIO REF NO: HR4/4/1/3/CIO2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the CIO. Render administrative support services in the office of the CIO. Provide assistance in the management of the CIO's diary including the events calendar, arrange meetings and workshops
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern08@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/35</u>	:	<u>INTERNSHIP: IT PROJECTS REF NO: HR4/4/1/3/ITP2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology/ Computer Science/ Project Management at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Application of research methodology. Quality management principles and processes. Project Management principles and methodologies. Project Management Information System. Skills: Problem solving. Presentation. Planning and Organizing. Communication Computer Literacy. Reporting Writing. Numeracy.
<u>DUTIES</u>	:	Coordinate delivery of projects within the Fund. Facilitate project deliverables in line with the Fund strategic objectives, quality standards and expectations. Coordinate project/programme quality management.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern09@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/36</u>	:	<u>INTERNSHIP: IT BUSINESS SUPPORT REF NO: HR4/4/1/3/ITBS2026/UIF (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology/ Computer Science / Information Systems/ Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: State Information Technology Agency (SITA) Processes. Infrastructure and Network Architecture Design. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standards (MISS). Skills: Communication (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Provide desktop support and computer systems. Prepare hardware and workstation support for users. Provide support in maintaining maximum access of Technology equipment. Support functioning of technology.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern10@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/37</u>	:	<u>INTERNSHIP: IT INFRASTRUCTURE SUPPORT REF NO: HR4/4/1/3/ITIS2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information Act (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communications and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Service Act. Skills: Problem Solving. Presentation. Planning and Organizing. Analytical. Communication Skills Both Written and Verbal. Ability to influence. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in installation, configuration, maintenance of LAN and WAN (Local Area Network, Wide Area Network). Provide support in network monitoring functions (LAN and WAN). Support in planning and providing technical expertise.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services E-mail: UIF-Intern11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/38</u>	:	<u>INTERNSHIP: IT BUSINESS APPLICATION REF NO: HR4/4/1/3/ITBA2026/UIF (X6 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communication and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Services Act Skills: Communications (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Provide support in Process Improvement through systems implementation. Participate in customizing Business Application processes. Provide support in Business Application processes. Provide support in gathering and document Business Application improvement requirements.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: E-mail: UIF-Intern12@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/39</u>	:	<u>INTERNSHIP: ICT RISK AND SECURITY REF NO: HR4/4/1/3/ICTRS2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communication and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Services Act. Skills: Financial Management. Communication (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Support in developing and implement information security policies, procedures and standards. Provide support in ensuring availability of business – critical Information Communication Technology services and applications. Provide support in monitoring and evaluate Information Communication Technology risk and policy compliance. Provide Support in the development,

		Implementation and maintenance of Business Continuation and disaster recovery plan.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/40</u>	:	<u>INTERNSHIP: ADMINISTRATOR OFFICE OF THE DIRECTOR REF NO: HR4/4/1/3/AOD2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the Director. Render administrative support services in the office of the Director. Provide assistance in the management of the Director's diary including the events calendar, arrange meetings and workshops.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/41</u>	:	<u>INTERNSHIP: HUMAN RESOURCE PRACTICES REF NO: HR4/4/1/3/HRP2026/UIF (X6 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/ Public Management/ Public Administration/ Organizational Psychology/ Industrial Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: PERSAL. HR information management systems. Skills: Communication Computer literacy. Innovative/ Creative. Presentation. Report writing. Time management. Organizing and Planning.
<u>DUTIES</u>	:	Assist in administration of service benefits and service conditions. Conduct recruitment, selection and placement process and implement employment equity plan. Maintain personnel records and staff establishment.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern15@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/42</u>	:	<u>INTERNSHIP: EMPLOYEE RELATIONS REF NO: HR4/4/1/3/ER2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Labour Relations/ Human Resource Management/ LLB at NQF level 6 as recognized by SAQA. No experience. Must never be participated in any internship programme (for both public and private sector). Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR) Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA Procedure. Skills: Negotiation, Problem solving, Presentation, Planning and Organizing, Communication, Computer literacy, Report writing.
<u>DUTIES</u>	:	Provide support in handling all Labour relations cases in the Fund (i.e grievance, misconduct and Labour disputes). Provide support in the implementation of Labour Relations Act. Policies, guidelines, procedures and provide advice thereof. Support in representing the department in conciliations, arbitration and bargaining chambers (under supervision).
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern16@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF

POST 26/43 : **INTERNSHIP: EMPLOYEE HEALTH AND WELNESS PROGRAMME REF NO: HR4/4/1/3/EHWP2026/UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Social Work/ Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Employee Health Wellness Programs. Mental Health Care. Occupational Health and Safety Act. Departmental policies and procedures. Skills: Counselling. Motivational. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. Numeracy.
DUTIES : Provide support in the management of Employee Health and Wellness programmes. Provide assistance in the management of HIV/ AIDS, TB Programmes and chronic illness. Provide assistance in the management of Health and Productivity programmes.
ENQUIRIES : Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
APPLICATIONS : E-mail: UIF-Intern17@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/44 : **INTERNSHIP: DIVERSITY MANAGEMENT REF NO: HR4/4/1/3/DM2026/UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Social Sciences/ Gender Studies/ Youth Studies at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Act and Regulations (PSAR). Basic Conditions of Employment Act (BCEA). Public Financial Management (PFMA). Departmental policies and procedures. Human Resource Management Policies. Code of Ethics. Batho Pele Principles. Skills. Communication (Verbal and written). Organizational Skills. Negotiation skills. People Management. Interpersonal skills. Presentation skills. Report Writing skills. Planning and organizing. Computer Literacy.
DUTIES : Provide support in implementing Gender, Disability, Youth and diversity management programmes within the Fund. Participate in Gender, Disability and Youth Forums within the Fund. Assistant in promoting mainstreaming, development and empowerment of woman, youth and people with disabilities.
ENQUIRIES : Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
APPLICATIONS : E-mail: UIF-Intern18@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/45 : **INTERNSHIP: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR4/4/1/3/OHS2026/UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Occupational Health and Safety/ Health and Safety/ Safety Management/ Environmental Management/ Environmental Health at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Occupational Health and Safety Act (OHS). Public Finance Management Act (PFMA). Code of Ethics. Batho Pele Principles. Safety procedure guidelines. Fire equipment standards prevention. Procedures. Disaster Management. All Labour Legislations. Skills. People Management. Problem Solving. Presentation Planning and Organizing Analytical skills. Communications. Computer Literacy. Report Writing. Creativity.
DUTIES : Assist in maintaining Health, Safety and Security of Staff in all UIF buildings. Assist in monitoring the implementation of the requirements for SHE (Safety Health and Environment) Programme. Assistant in verifying Occupational Health and Safety (OHS) Risk assessments. Participate in OHS Investigations at UIF buildings.
ENQUIRIES : Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
APPLICATIONS : E-mail: UIF-Intern19@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

<u>POST 26/46</u>	:	<u>INTERNSHIP: TRAINING AND DEVELOPMENT REF NO: HR4/4/1/3/TD2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management of Training/ Human Resource Development/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Financial Management (PFMA) Public Service Regulations (PSR). Public Service Act (PSA). Skills. Communication. Computer Literacy. Time management. Negotiation. Presentation. Problem Solving. Planning and Organizing. Report Writing.
<u>DUTIES</u>	:	Provide Learnership and internships functions program. Implement bursary programs. Provide induction and orientation programs in the fund. Implementation of human resource development and workplace skills plan programs (AET, MDP). Assist in implementation of business training.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern20@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/47</u>	:	<u>INTERNSHIP: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/1/3/EPM2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/Public Management/ Public Administration / Human Resource Development/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private Knowledge: Human Resource Management. Basic Conditions of Employment Act (BCEA). Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Time Management. Communication. Computer Literacy. Interpersonal. Planning and Organizing.
<u>DUTIES</u>	:	Participate in the implementation of Performance Management and Development System (PMDS) for the Fund. Render support to the Fund's Performance Structures. Participate in the capturing of Performance Management documents on PERSAL. Assist in providing Performance and Development System advice and guidance.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern21@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/48</u>	:	<u>INTERNSHIP: ORGANIZATIONAL DEVELOPMENT, BUSINESS PROCESS AND CHANGE MANAGEMENT REF NO: HR4/4/1/3/ODBPRCM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management Services/ Production Management/ Operations Management / Industrial Engineering/ Work-Study/ Industrial and organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Organizational Development relating prescription. Change Management strategy. Business Processes related prescripts. Skills: Communication. Computer Literacy. Time Management. Negotiation. Presentation. Problem Solving. Planning and Organization. Report writing.
<u>DUTIES</u>	:	Perform organizational design services in the Fund. Develop, review and update Business Processes and SOP's for Fund. Provide support in change management initiatives within the Fund.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern22@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF

<u>POST 26/49</u>	:	<u>INTERNSHIP: LEGAL SERVICES REF NO: HR4/4/1/3/LS2026/UIF (X5 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law / Paralegal Studies at NQF Level 6 as recognized by SAQA No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Promotion of Administration Justice Act (PAJA). Law of evidence. Unemployment Insurance Contributions Act (UICA). The Constitution of the Republic of South Africa. Constitutional Law. Labour Relations Act (LRA). Criminal Procedure Act. Litigation Procedures. Skills: Communications. Computer Literacy. Time Management. Negotiation. Presentation. Problem Solving. Planning and Organising. Report Writing.
<u>DUTIES</u>	:	Provide Legal advice and support to the Fund under supervision of the Senior Legal Admin Officer. Provide support in handling of litigation for and on behalf of the Fund. Provide assistance in drafting of legal documents (legislation, policies, regulations, contracts, memorandum of understanding, service level agreements and other legal bidding documents etc) for the Fund. Provide support in processing of sections for Benefit Applications under supervision of the Senior Legal Officer. Provide general legal administrative support.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/50</u>	:	<u>INTERNSHIP: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR4/4/1/3/BSCM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Office Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sectors). Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations, Basic Accounting Systems (BAS). Minutes writing. Relevant legislation/ policies/ prescripts and procedures. Department's policies and relevant procedures. Skills: Computer Literacy. Interpersonal. Communications (verbal and written). Listening. Analytical skills. Problem Solving. Presentation. Report writing. Planning and organising.
<u>DUTIES</u>	:	Provide assistance in UIF national appeal cases referred by provinces. Provide Assistance with Secretariat, administration and support services to the Board and its Committees. Provide assistance in technical/ general support on enquiries referred to the Board and its Committees. Assist in supply chain management process, logistical arrangement and maintenance of the asset register.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern24@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/51</u>	:	<u>INTERNSHIP: CORPORATE GOVERNANCE REF NO: HR4/4/1/3/CG2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Corporate Governance/ Business Management/ Administration/ Auditing/ Law at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Computer Problem Solving. Presentation. Planning and Organising. Analytical Skills.

<u>DUTIES</u>	:	Communication (Both Written and Verbal). Ability to influence. Computer Literacy. Report Writing. Time Management. Numeracy.
	:	Provide administrative support in the implementation of Corporate Governance Charters for Committees in the Fund. Support research on corporate governance best practices. Assist in maintaining the effectiveness of corporate governance structures in the Fund. Provide support in legislative compliance and audit coordination processes.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: at 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern25@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/52</u>	:	<u>INTERNSHIP: COMMUNICATION AND MARKETING REF NO: HR4/4/1/3/COM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Journalism / Communication/ Public Relations/ Marketing Management/ Media studies/ Web Graphic Design/ Multimedia at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Problem Solving. Presentation. Planning and Organising. Communication (both written and verbal). Computer Literacy. Innovation and creative. Analytical.
<u>DUTIES</u>	:	Administer marketing and events for the Fund. Provide support in effective stakeholder relations. Assist in coordinating media relations and monitor the activities for the Fund. Assist in providing effective publications for the Fund.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Applications: Chief Director: Corporate Services:
<u>FOR ATTENTION</u>	:	E-mail: UIF-Intern26@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/53</u>	:	<u>INTERNSHIP: DEMAND AND ACQUISITION REF NO: HR4/4/1/3/DA2026/UIF (X6 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Logistics Management/ Purchasing Management/ Procurement Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills: Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Render demand management services. Render acquisition management services. Render logistics management services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern27@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/54</u>	:	<u>INTERNSHIP: MAINTENANCE MANAGEMENT REF NO: HR4/4/1/3/MM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Property Management / Facilities Management/ Real Estate Management / Public Management/ Public Administration/ Business Management/ Business Administration at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills: Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Render facilities management services. Render office automation services. Render telecommunication and reception services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern28@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/55</u>	:	<u>INTERNSHIP: RECORDS MANAGEMENT REF NO: HR4/4/1/3/RM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Archives Records Management/ Public Management/ Public Administration/ Information Science at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: National Archives and Records Service of South Africa Act. Promotion of the Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Protection of Personal Information Act (POPIA). Skills: Record Management. Financial Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in the implementation of record-keeping systems and control mechanisms. Provide support in the implementation of records management systems (the provision of storage and custody of records). Implement the disposal of records in accordance with National Archives and Records Services of South Africa Act.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern29@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/56</u>	:	<u>INTERNSHIP: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/1/3/AFM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/ Logistics Management/ Purchasing Management/ Transport Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Numeracy.
<u>DUTIES</u>	:	Provide support in rendering fleet administration support services. Provide assistance with the assets administration support services. Provide assistance in rendering travel services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/57</u>	:	<u>INTERNSHIP: REVENUE MANAGEMENT: REF NO: HR4/4/1/3/REVM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Financial Management / Financial Accounting / Cost and Management Accounting / Accounting / Accountancy / Public Finance Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management. Relevant Financial Systems. Reconciliation Processes. Batho Pele Principles Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and written). Computer Literacy. Report Writing Creativity. Numeracy.
<u>DUTIES</u>	:	Provide support in maintaining debtors accounts and collect outstanding contributions. Provide assistance with the maintenance of SARS & Sundry debtors records and make follow up on the outstanding sundry payments, Provide assistance with allocating non-SARS unallocated electronic contributions to debtor's accounts.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197

<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern31@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/58</u>	:	<u>INTERNSHIP: BUDGET REF NO: HR4/4/1/3/B2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting Sciences/ Financial Management/ Commerce at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Generally Recognised Accounting Practices (GRAP). Public Finance Management Act (PFMA). Public Service Act (PSA). National Treasury MTEF Guidelines. Treasury Regulations. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Financial Management. Computer Literacy. Time Management. Creative. Report Writing. Planning and Organising. Analytical. Numeracy.
<u>DUTIES</u>	:	Administer effective budget process in the Fund. Provide support in the budget, governance and compliance. Assist in preparing budget reports. Provide support in external/ internal reports
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern32@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/59</u>	:	<u>INTERNSHIP: BANK RECONCILIATION REF NO: HR4/4/1/3/BR2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/ Auditing/ Business Information Systems/ Economics at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Financial delegations, processes and policies of UIF. Financial Management principles and Financial Management Directives from the Treasury. Batho Pele Principles. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Numeracy.
<u>DUTIES</u>	:	Administer manual and electronic bank reconciliation services. Provide support in maintaining bank accounts on general ledger. Assist in identifying unauthorised and fraudulent transactions on the bank statements. Provide administrative support services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern33@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/60</u>	:	<u>INTERNSHIP: AP CLAIMS CREDITORS REF NO: HR4/4/1/3/APCC2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/ Cost and Management Accounting/ Financial Management/ Public Finance Management/ Business Management/ Economics/ Auditing at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from Treasury. Batho Pele Principles Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Act (UIA). Skills: Communication (both verbal and written). Financial Management. Training and Coaching. Diversity Management Problem Solving. Presentation. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organising. Analytical. Numeracy.

<u>DUTIES</u>	:	Administer daily payments of approved benefit claims to eligible beneficiaries. Provide support in the verification of open vouchers. Assist in gathering information for financial report on benefits payments. Provide support in validating beneficiary claims.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern34@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/61</u>	:	<u>INTERNSHIP: AP TRADE CREDITORS INTERNSHIP REF NO: HR4/4/1/3/APTC2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Financial Accounting/ Cost and Management Accounting/ Financial Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Service Act and Regulations. Basic Conditions of Employment Act Labour Relations Act. Generally Recognised Accounting Principles (GRAP). Relevant Financial Systems HR System (PERSAL). Skills: Computer Literacy, Communications. Interpersonal. Analytical Skills, Time Management. Accounting Report Writing. Creative. Financial Management. Planning and Organising.
<u>DUTIES</u>	:	Processing and payment of internal and external invoices within 30 days of receipt by the Fund. Provision of administrative support for petty cash EFT. Reconciliation of the Accounts Payable sub-module against the general ledger. Processing and payment of DEL claims.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern35@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/62</u>	:	<u>INTERNSHIP: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/1/3/LAP2026/UIF (X6 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Public Administration/ Public Management/ Business Administration/ Business Management / Development Studies/ Project Management/ Social Science/Risk Management/ Auditing/ Accounting/ Legal at NQF level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Batho Pele Principles. Departmental and Fund's Policies and Procedures. Skills Development Act (SDA). Public Financial Management Act (PFMA). Knowledge of the Unemployment Insurance and Unemployment Insurance Contributions Act. Project Knowledge. Skills: Numeric and analytical skills, Report writing. Presentation skills, Problem Solving and Decision Making, Communication (Verbal and written), Computer Literacy.
<u>DUTIES</u>	:	Receive training on the facilitation training/ skills programmes approved by the Fund. Assist in the administration of project progress against approved deliverables. Participate in the awareness campaigns of the programme and its outcomes through publicity and media strategies in co-operation with Communication section. Provide assistance with general administrative duties.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern36@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/63</u>	:	<u>INTERNSHIP: COMPLIANCE SERVICES REF NO: HR4/4/1/3/CS2026/UIF (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate Accounting/ Internal Auditing / Auditing at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Treasury Regulations. Generally Recognized Accounting Practice (GRAP). Generally Accepted Accounting Practice (GAAP). Debtors Management. Diversity Management. Skills: Problem solving. Presentation. Planning and Organizing. Communication. Computer literacy. Report writing. Numeracy.

<u>DUTIES</u>	:	Coordinate the provision of support to employer audit services in Provincial Offices. Administer debtor's information and identity non-compliance. Coordinate declaration and contribution information. Facilitate the evaluation and monitoring of employer audit services.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197 E-mail: UIF-Intern37@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/64</u>	:	<u>INTERNSHIP: BUSINESS OPERATIONS STATISTICS REF NO: HR4/4/1/3/BOS2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Information Technology/ Computer Science/ Information Systems / Operations Management/ Operations Research at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management (PFMA), Electronic Document Management System, Public Service Regulations (PSR), Public Service Act (PSA), SITA MIS, Database & Data Security Policy, System Development and Database Management, Minimum Information Security Standards (MISS), Promotion of access to Information Act (PAIA). Skills: Communications, Listening, Computer Literacy, Time Management, Analytical, Negotiation, Report writing, Planning and Organizing, Computer Programming.
<u>DUTIES</u>	:	Provide support on the Implementation of business operations statistics. Provide assistance in analysing information collected in an enquiry. Provide assistance on the maintenance of business operations statistics database.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197 E-mail: UIF-Intern38@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/65</u>	:	<u>INTERNSHIP PROVINCIAL SUPPORT REF NO: HR4/4/1/3/PS2026/UIF (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Public Administration/ Administrative Management/ Finance at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None Skills: Problem solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Assist in coordination of operation system support to all relevant users in the Fund. Provide support in statistic information services for provincial operations. Provide administrative support in operations support services to provinces.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern39@labour.gov.za For Attention: Sub-directorate: Human Resources Practices, UIF
<u>POST 26/66</u>	:	<u>INTERNSHIP: OPERATION SYSTEMS SUPPORT SERVICES REF NO HR4/4/1/3/OSSS2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Operations Management/ Computer Science/ Informatics at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Operations Systems. Systems Development and Database Management. Skills: Report writing. Computer Literacy. Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Administer the registration of new users on the operational system. Maintain user management on the operational system. Administer operational system on calls logged.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern40@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/67 : **INTERNSHIP: DECLARATIONS AND CALL CENTRE SERVICES REF NO: HR4/4/1/3/DCCS2026/UIF (X9 POSTS)**

STIPEND : R8 174.75 per month

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : An undergraduate qualification in Contact Centre Management/ Business Management/ Business Administration/ Administration Management/ Public Administration/ Financial Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contribution Act. Batho Pele Principles. Call Centre Operating System. Skills: Computer Literacy. Communication (Verbal and written). Listening. Interpersonal. Customer Focused. Telephone Etiquette.

DUTIES : Support inbound and outbound call services. Support helpdesk services. Support maintenance of employer database.

ENQUIRIES : Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197

APPLICATIONS : E-mail: UIF-Intern41@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

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

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>CLOSING DATE</u>	:	11 August 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All 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 assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

<u>POST 26/68</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: CMS26/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Human Resource Management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' proven experience in the field of Human Resources Management, with a specific focus on Recruitment, Selection and Appointments. Candidates

		must be in possession of PERSAL introduction Certificate. Knowledge of the recruitment and selection processes. Ability to interpret policies and directives on HR matters. Skills in formulating and writing reports. Ability to plan and organise the activities of the division. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, OSD Framework, Basic Conditions of Employment Act and Employment Equity Act. Experience in the use of PERSAL System. Supervisory skills. Good communication (verbal and written), stakeholder liaison, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy and use of standard packages. Ability to work long hours and under pressure. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide support, coordinate, and facilitate effective recruitment, shortlisting and interviewing of competent human resources and ensure compliance with all the relevant legislation and policy framework. Compile and draft adverts in line with Job Description and in accordance with the relevant legislative framework. Advertise vacant posts in the relevant media. Ensure proper management of applications. Verify captured applications and do quality control. Serve as technical advisor during shortlisting and interviewing process. Support effective Personnel Suitability Checks and placement of employees on PERSAL. Provide advice on all HR related matters. Provide support in the development and implementation of the Department recruitment policies. Develop, refine and maintain databases, reports on Recruitment, Selection and Placement. Provide overall supervision and guidance to staff.
<u>ENQUIRIES</u>	:	Ms P Diphaha, Email: PDiphaha@dfpe.gov.za
<u>POST 26/69</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: CMS27/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF4) as recognized by SAQA. Post-matric qualification and experience in Recruitment, Selection and Appointments will be an added advantage. knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act. Good communication (verbal and written), interpersonal, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy. Ability to work independently and in a team. Ability to interpret policies and directives on HR matters. Ability to plan and organise the activities of the division. Ability to work long hours and under pressure.
<u>DUTIES</u>	:	Render recruitment, selection, and appointments support. Administer job applications. Provide support with the coordination and processing of appointment documents. Serve as technical advisor during shortlisting and interviewing process. Support effective Personnel Suitability Checks and administer and process placement of employees on PERSAL. Provide advice on all HR related matters.
<u>ENQUIRIES</u>	:	Ms P Diphaha, Email: PDiphaha@dfpe.gov.za

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing 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.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 11 August 2026
- NOTE** : 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 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 for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). 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 fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 26/70** : **DIRECTOR: DEVELOPMENT COOPERATION REF NO: NDOH 61/2026**
Chief Directorate: International Health and Development
- SALARY** : R1 317 384 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate and NQF 7 qualification in International Relations Diplomacy / Social Sciences / Public Health and/or Health Sciences. NQF 8 qualification of the above will be an advantage. At least five (5) years' experience at middle/senior management level in international negotiations

and partnership management, resource mobilization and donor coordination. Knowledge of Public Service policies, regulations and procedures, international relations and foreign policy frameworks. Knowledge of global health diplomacy and international health systems as well as development cooperation and ODA management. Global health trends and multilateral systems. Good communication (verbal and written), strategic leadership and policy development, programme and project management, financial, change and knowledge management, service delivery innovation, people management and empowerment, high-level of negotiation and diplomacy, stakeholder engagement and partnership management and decision-making skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Provide strategic leadership and development cooperation. Develop and implement strategies to promote South Africa's international health development agenda. Establish and strengthen bilateral, trilateral and multilateral partnerships with international stakeholders. Manage and mobilise official development assistance (ODA) resource for health sector in South Africa. Lead the development of funding proposals, agreements, and partnership frameworks. Coordinate the implementation of donor-funded programme at national and provincial levels. Ensure effective, monitoring and reporting of donor funds in line with regulatory requirements. Coordinate, evaluate and monitor development cooperation framework and project. Ensure alignment and integration across national, provincial and regional health programmes. Compile strategic and operational reports for executive management and stakeholders. Manage resources and financial. Provide leadership, mentorship and performance management to staff. Ensure sound financial management and accountability of allocated budget. Develop and implement risk management plans within the directorate. Respond to audit findings and implement corrective measures. Strengthen governance systems and internal controls.

ENQUIRIES : Ms T Mnisi Tel No: (012) 395 8830

OTHER POSTS

POST 26/71 : **DEPUTY DIRECTOR: HEALTH PROMOTION REF NO: NDOH 62/2026**
Chief-Directorate: Health Promotion, Nutrition & Oral Health

SALARY : R932 292 per annum, (an 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 : Pretoria

REQUIREMENTS : A Grade 12 certificate and NQF 7 undergraduate qualification in Health Sciences / Social Sciences / Health Promotion and/or Nursing qualification as recognized by SAQA. At least three (3) years' experience as an Assistant Director in health promotion / disease prevention / healthy lifestyle promotion / communicable diseases / non-communicable diseases / public health and/or related programmes. Knowledge of relevant Acts, regulations and policies within the Department of Health related to health promotion and disease prevention. Understanding of health promotion principles, behaviour change approaches and social, economic, environmental and commercial determinants of health. Knowledge of South Africa's health system structure and public health service delivery models. Understanding of interventions related to healthy eating, physical activity, tobacco control, reduction of harmful alcohol use, mental wellbeing promotion, communicable disease prevention and other public health priorities. Knowledge of public health programme planning, implementation, monitoring and evaluation systems, as well as policy, strategy, guideline and training material development and review processes. Principles of management and people management. Good technical and analytical thinking, communication (verbal and written), presentation, facilitation, organisational, planning, conflict resolution, project management and computer (MS package) skills. Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Develop National guidelines, framework, strategies and tools for the implementation of HLS programme. Coordinate and provide technical guidance for the development and review of healthy lifestyle policies, norms and standards, strategies and guidelines. Facilitate alignment with WHO recommendations, national health priorities and relevant legislative

frameworks. Manage stakeholder consultation processes to validate technical documents and interventions. Provide technical support to provinces for implementation of healthy lifestyle interventions and programmes. Coordinate and support the development and dissemination of implementation tools, communication materials and training packages. Conduct support visits to monitor and evaluate implementation of healthy lifestyle programmes and compliance with national guidelines and standards. Coordinate implementation, monitoring and reporting of national healthy lifestyle interventions and programmes. Monitor programme performance, implementation progress and utilisation of resources to ensure achievement of programme targets. Identify implementation challenges, risks and gaps, and facilitate corrective actions and continuous programme improvement. Compile reports on programme performance and implementation outcomes to inform planning and decision making. Provide technical support to internal and external stakeholders for the implementation of HLS programme. Facilitate establishment and strengthening of intersectoral collaboration mechanisms to support implementation of healthy lifestyle interventions. Represent the department in relevant technical forums and committees. Manage resources and audit risks. Manage human and operational resources. Sign performance agreements of ASDs and PDPs as well as conduct mid-year and annual performance reviews. Respond to audit queries.

<u>ENQUIRIES</u>	:	Mr. N Mudzanani Tel No: (012) 395 8740
<u>POST 26/72</u>	:	<u>DEPUTY DIRECTOR: HEALTH INTERNATIONAL STRATEGIC PROGRAMME (HISP) REF NO: NDOH 56/2026</u> Chief-Directorate: Human Resources for Health Re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R932 292 per annum, (an 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>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health / Social Sciences. A postgraduate NQF 8 in the same fields will be an advantage. At least three (3) years' experience at an Assistant Director or equivalent level in strategy and planning environment. Experience should include working with international organisations and or partners in the implementation of health programmes. Knowledge of the Public Service Legislation including but not limited to the Health Act. Knowledge and understanding of National Health Act and the South African Health System, as well as government planning and policy development practices/processes and methodologies. Research management including project and funding proposal writing. Knowledge of writing terms of preference and concept documents as well as data and information analysis. Good communication (verbal and written), analytical, project and research management, networking and stakeholder management, strategic and operational planning, advocacy and presentation, problem solving and decision making, financial management and computer (MS package) skills. Ability to work independently and as part of a team. A valid driver's license.
<u>DUTIES</u>	:	Coordinate Human Resources Interventions and facilitate technical input on International Health programmes such as implementation of the SADC HRH Strategy, National Action Plan for Health Security (NAPHS) for compliance with International Health Regulations. Provide succinct briefings on key strategic issues in the health workforce area to inform International Health discussions and interventions. Develop and formulate substantive project proposals for building capacity in the HR for health sector. Development, monitoring and evaluation of implementation of the HRH (Human Resource for Health) strategy and plan at all levels of the health system. Identify, analyse and facilitate long-term modelling of the sector skill requirements, accounting for trends in regulations, technology, demographics, etc. to meet strategic sector and organizational objectives. Coordinate and support health workforce planning across provinces. Engage provinces on the National HRH Strategy in support of its implementation or development. Coordinate and facilitate meetings, workshops and presentations to stakeholders. Strengthen of HRH workforce planning capability at all levels of the health system. Facilitate the development of a locus of health workforce planning expertise and resources for the health system. Manage projects aimed at ensuring HRH readiness and availability for emergency preparedness. Oversee the implementation of the

		disaster/emergency HRH readiness plan including ensuring capability and mechanism for implementing business continuity measures. Management of the sub-directorate. Manage resources (financial and human) allocated to the sub-directorate, including undertaking financial and human resource planning. Prepare different types of reports, briefing documents, terms of reference etc. as and when required on the work of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. G Buthelezi Tel No: (012) 395 8706
<u>POST 26/73</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY HEALTH WORKERS REF NO: NDOH 57/2026</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package). The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Directorate: Human Resource for Health, Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Sciences as recognized by SAQA. A qualification in training or development will be an advantage. At least three (3) years' appropriate experience in primary health care as Assistant Director or equivalent level. Knowledge of primary health care and rural service management, community-health worker programme, training and development legal prescripts and health promotion strategies. Good communication (verbal and written) and information management, leadership and management, project management, problem solving and decision making, planning, organization, interpersonal, analytical, liaison and coordination, presentation and facilitation and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Facilitate and ensure the development and implementation of a training programme for Community Health Workers. Assist in designing, implementing, and monitoring community health programs focused on improving public health outcomes. Develop policies, analyse and review existing Community Health Workers policies and guidelines in line with the primary health care reengineering model. Assist provinces with business and operational plans. Ensure that community health programs align with national health policies and strategies. Regularly assess the performance of community health workers, providing feedback and identifying areas for improvement. Manage the development and implementation of HRH policies and guidelines aimed at facilitating introduction of new health worker categories in the health system. Establish and maintain relationships with stakeholders, including establishing a system for managing information on training of community health workers. Monitoring and evaluation data on health programs under the sub-directorate, assessing their impact on the community and ensuring that goals and objectives are met.
<u>ENQUIRIES</u>	:	Ms G Buthelezi Tel No: (012) 395 8706
<u>POST 26/74</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 64/2026</u> Chief Directorate: Human Resources for Health
<u>SALARY</u>	:	R487 197 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) certificate and NQF 6 qualification in Management / Office Administration / Office Management/ Public Management / Public Administration / Business Management or Business Administration as recognized by SAQA. At least three (3) years' experience in office administration and financial management at supervisory level. Knowledge of the Public Service Regulations and Public Service Act. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), planning, organizing, interpersonal, problem solving and decision making, liaison and coordination, analytical, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department.

		Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate and National Human Resource Committee (NHRC). Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.
<u>ENQUIRIES</u>	:	Ms. A Malahlela Tel No: (012) 395 8755
<u>POST 26/75</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION – NON COMMUNICABLE DISEASES REF NO: NDOH 58/2026</u> Chief-Directorate: Non-Communicable Diseases
<u>SALARY</u>	:	R487 197 per annum, plus competitive benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Public Management/Administration or Business Management / Administration. At least three (3) years' experience as a supervisor on (salary level 8) in Office Administration. Understanding the application of Government and Departmental policies, understanding financial policies as guided by Treasury Regulations. Knowledge of applicable protocols, Public Services Regulations as well as strategic capability and leadership. Good communication (verbal and written), interpersonal, project management and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support to the chief directorate. Plan, organise and control administrative activities. Consolidate quarterly reports for submission to Strategic Planning unit. Manage the flow of documents. Ensure efficient flow of information between branch and the entire department and all documents are logged on according to the electronic document management system. Ensure that deadlines on submission are adhered to on Parliamentary matters. Administer the finances of the chief directorate. Co-ordinate procurement activities, assist with MTEF submissions and involve in the planning of the budget. Provide secretariat support to the cluster. Ensure proper co-ordination of meetings, timeous submission of minutes and agenda. Management of human and physical resources. Coordinate the procurement activities, consolidate HR reports and ensure proper control of leave, asset register and procurement of assets/equipment.
<u>ENQUIRIES</u>	:	Ms C Mongale Tel No: (012) 395 8044
<u>POST 26/76</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 59/2026</u> Directorate: Head International Health Development
<u>SALARY</u>	:	R413 001 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) in Office Administration, Public Administration or Business Administration / Administration / Office Management, Public Management or Business Management. At least three (3) years' experience at supervisory level in the field of Administration. Knowledge of departmental procedures with regard to finances and budgeting. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public finance Management Act and Treasury Regulations, LOGIS and PERSAL systems. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package). Ability to work independently and with a team. A valid driver's license.
<u>DUTIES</u>	:	Control of documentation within the Directorate. Manages the mail register, receiving, registering and disseminating of documents to the relevant people. Ensure the processing of the telephone queries. Administer human resources management functions. Prepare submissions on vacant posts and appointment of staff. Arrange interview sessions. Maintain leave register and ensure that all leave taken is recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Cluster's budget. Compile expenditure reports. Assist in the allocation of budget to activities in the operation plan. Ensure the maintenance of filing system. File all unit documents, ensure safekeeping of information and documentations. Ensure the arrangement of meetings, workshops, functions

		and accommodation and travel for official. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment. Liaising with travelling agencies for enquiries. Ensure and provide logistical support to the Directorate. Ensure adequate provision of stationery for the Chief Directorate's office. Coordinate the procurement of stationery and computer consumables.
<u>ENQUIRIES</u>	:	Ms K Britz Tel No: (012) 395 9681
<u>POST 26/77</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 60/2026</u> Chief-Directorate: HIV AIDS & STIs
<u>SALARY</u>	:	R413 001 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) in Management / Office Administration/Office Management/Public Management/Public Administration/ Business Management/Business Administration as recognized by SAQA. At least three (3) years' experience in the field of Administration. Knowledge of departmental procedures with regard to finances, budgeting and procurement. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public finance Management Act and Treasury Regulations and of LOGIS system and POPIA Act. Good communication (verbal and written), problem solving, analytical, planning, organizing, telephone etiquette, secretarial, basic financial and budget management, and computer skills (MS Office package). Ability to work independently and with a team. A valid driver's license.
<u>DUTIES</u>	:	Control of documentation within the Chief Directorate. Prepare Chief Directorate MANCO meetings. Manages the mail register, receiving, registering and disseminating of documents to the relevant people. Ensure the processing of the telephone queries. Administer human resources management functions. Prepare submissions on vacant posts and appointment of staff. Arrange interview sessions. Maintain leave register and ensure that all leave taken is recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Directorate's budget. Compile expenditure reports. Assist in the allocation of budget to activities in the operation plan. Ensure the maintenance of filing system. File all unit documents, ensure safekeeping of information and documentations. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment. Liaising with travelling agencies for enquiries. Ensure and provide logistical support to the Directorate. Ensure adequate provision of stationery for the Chief Directorate's office. Coordinate the procurement of stationery and computer consumables.
<u>ENQUIRIES</u>	:	Ms G.C Shabangu Tel No: (012) 395 9157
<u>POST 26/78</u>	:	<u>PHYSICAL CONTROL SECURITY OFFICER REF NO: NDOH 65/2026</u> Directorate: Security Services.
<u>SALARY</u>	:	R413 001 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) qualification in Security Management/ Policing or Security Risk Management as recognized by SAQA. Grade A PSIRA certificates. At least three (3) years' experience in security services. Supervisory experience will be an advantage. Knowledge of Minimum Information Security Standard and other departmental policies/guidelines and procedural. Knowledge of Financial Management for Managers and departmental computerized ordering system (LOGIS and Doctrack System). Knowledge of general investigation functions and security policy. Knowledge of contingency plan with regards to emergency. Knowledge of Occupational Health and Safety Act 85 of 1993, Criminal Procedure Act and government legislation. Good communication (verbal and written), planning, organization, decision making, people management, investigation, presentation, interpersonal relations, conflict management and computer skills (MS Office package). Ability to work independently and under pressure, as well as in a team. A valid driver's license.

<u>DUTIES</u>	:	Conduct preliminary investigation before registering a file/case docket. Gather, verify, and coordinate information and documentation required for security investigations. Coordinate and liaise with internal and external stakeholders. Liaise with internal stakeholders on criminal cases, security breaches, losses, fraud, corruption, and misconduct within the Department. Coordinate and monitor operational and physical security. Maintain and safeguard confidential security files, reports, and case dockets in accordance with approved security protocols. Supervise the implementation of key control measures and ensure compliance with departmental key control procedures. Manage resources and audit queries. Creating of security registers for operational and physical security for access control measures. Administration of human resources matters and other tasks assigned by supervisor. Coordinate leave management processes and maintain leave plans for security personnel.
<u>ENQUIRIES</u>	:	Dr T Nghonyama Tel No: (012) 395 8746
<u>POST 26/79</u>	:	<u>SECRETARY REF NO: NDOH 63/2026</u> Directorate: Human Resources Information System
<u>SALARY</u>	:	R237 453 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 (NQF 4) with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. NQF 5 in Office Management/Administration / Management Assistant and/or Secretarial Diploma will be an advantage. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone etiquette, computer literacy, organisational and planning, basic financial administration, high level of reliability and good communication (written and verbal) skills.
<u>DUTIES</u>	:	Provides a secretarial/ receptionist support service manager: Receives telephones calls and refers calls to the correct role players if not meant for the relevant manager. Provides a clerical support service to manager. Liaise with travel agencies to make travel arrangements and checks arrangements when the relevant documents are received. Remains up to date with regard to prescripts/ policies and procedures applicable to his/ her work terrain. Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr V Khanyile Tel No: (012) 395 8705
<u>POST 26/80</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 66/2026</u>
<u>SALARY</u>	:	R237 453 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Directorate: Supply chain Management. Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4). National Diploma (NQF 6) qualification in Supply Chain Management/Logistics or Finance will be an advantage. Experience of at least one (1) year in working with payment of invoices will be an added advantage. Knowledge of governments supplier payment processes. Good communication (verbal and written) and computer skills (MS Office package). Able to work under pressure.
<u>DUTIES</u>	:	Preparation of documents for payment and loading them on ITS. Receive invoices from the Supervisor, date stamp date received, verify correctness and validity then load on ITS. Printing of approved invoices from ITS and ensuring that the invoices are captured on LOGIS. Immediately respond to any notifications that Line Functionaries confirmed delivery of goods or services relating to payments allocated. Capture payments on LOGIS. Verify the correctness of invoices approved against approvals and orders as well as bank details. Handle payment enquiries. Provide timely feedback to suppliers and or officials relating to the status of payments.
<u>ENQUIRIES</u>	:	Ms J Jekwa Tel No: (012) 395 9332

**DEPARTMENT: HIGHER EDUCATION AND TRAINING
(Western Coast TVET College)**

<u>APPLICATIONS</u>	:	Please log on to www.westcoastcollege.co.za register and apply online
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	Please click on the vacancies tab, fully complete the online Z83 application form, and attach a recently updated detailed CV with (years of experience, the start and the end date, the duties and three contactable references with email addresses for the previous and current employers). Failure to sign, date and not fully complete the Z83 form will result in your application not being considered. Applicants must submit Z83 and CV only, all other documents / proof will be submitted by shortlisted candidates. A separate application must be submitted for each post for which you are applying. Late applications (received after the closing date and time) will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of the post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment, to withdraw, and / or amend the adverts for the post(s) and retains the right not to fill the posts as determined by the Director - General or the delegated authority. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application 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.

OTHER POSTS

<u>POST 26/81</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCTVETC 1/3/0033</u> Contract: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office, Malmesbury
<u>REQUIREMENTS</u>	:	Matric / Grade 12 plus a recognised 4-years Degree (NQF Level 7) in Financial Management. Minimum of three (3) to five (5) years' experience in Financial Management environment of which 3 years' must be supervisory experience. A valid driver's licence compulsory. Proficient in Microsoft Office. Completed articles will be advantageous. Knowledge and understanding of Public Finance Management Act (PFMA); CET Act; Treasury Regulations; Public Service Regulations; Public Service Act and the National Student financial Aid Scheme and related legislation. Knowledge of Financial Management Systems. Strategic project management skills. Extensive knowledge of government decision-making and delegation of powers processes. Excellent computer software skills. Budget forecasting and management skills. Problem-solving and decision-making skills. Analytical thinking and report writing skills. Time management skills; Verbal and written communication skills. Presentation skills; Administration skills, decision-making skills, problem-solving. Ability to operate under pressure, highly motivated. Interpersonal skills. Supervisory skills.
<u>DUTIES</u>	:	Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance with regards to the compilation of Annual Financial

		Statements and Monthly Reports. Review monthly reconciliations and perform financial reporting duties to internal and external parties. Support the Deputy Principal: Finance with the compilation of quarterly reports to Council. Monitor the internal controls in the Finance Division and ensure adherence to controls throughout the college. Liaise with internal and external auditors and provide access to documentation. Support the Deputy Principal: Finance in the management of the units within the Finance Department. Assist the Deputy Principal: Finance in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms A. Arosi Tel No: (022) 482 1143
<u>POST 26/82</u>	:	<u>HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: WCTVET 1/2/0006</u> Contract: Permanent Re-advert, candidates that have previously applied can re- apply
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office: Malmesbury
<u>REQUIREMENTS</u>	:	Matric /Grade 12 plus a recognised 3- years' National Diploma in Human Resources Management or a 4 - years' Degree. A minimum of 5 years in Human Resource Management environment of which three (03) years should be management experience. A Post Degree qualification will be an added advantage. PERSAL Certificates. Proof of computer literacy & qualifications in MS Software applications such as Word, Excel, PowerPoint & Outlook. Proof of current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. Knowledge of Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. In-depth knowledge of BCEA, LRA, EEA, COIDA, OHSA, employee wellness and benefits. Excellent understanding of HR Risk and Compliance Knowledge of CCMA/Labour Court/Bargaining processes.
<u>DUTIES</u>	:	Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc.); Oversee the recruitment and selection processes as per departmental delegation (advert, shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications) are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate the design, review and implementation of the college organizational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the college HR plan; Submit college HR plan to Regional and Head Office for integration of the departmental plan; Coordinate, develop, review, implement and monitor the college EE plan; Submit college EE plan to Regional and Head Office for integration of the departmental plan; Employment Equity (EE) data for submission to Regional and Head Office; Ensure the implementation of HR and EE Plan. Provide Employee Health and Wellness (EHW) services - Implement wellness programmes and service for the college; Coordinate and manage HIV, AIDS, STI and TB services; Coordinate and manage health productivity programmes; Implement health and safety working environment programmes; Promotion of sport activities to encourage physical fitness and healthy lifestyle. Develop and implement Human Resource policies and manuals. Management of all Human, Financial, and other resources of the unit. Advanced skill: Administrative;

Planning and organising; Financial management; Report writing, Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management. Labour Relations Management - Provide advisory services on all employee relations policies, procedures, strategies, agreements, and legislation. Conduct daily employee relations operations specifically in the areas of disciplinary hearing, grievances, absenteeism, performance improvement and collective bargaining; Partner with management in driving fair labour relations within the business Represent the company in dispute resolution process including mediation, arbitration and negotiation; Partner with management in driving fair labour relations within the business Values/ attributes - Client service focus; Integrity; Committed; Proactive and loyal.

ENQUIRIES

: Ms A. Arosi Tel No: (022) 482 1143

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.

**CLOSING DATE**

: 07 August 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 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. 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.

OTHER POSTS**POST 26/83**: **LOCAL OFFICE MANAGER REF NO: HRMC 54/26/1****SALARY**

: R1 101 468 - R1 297 476 per annum (Level 12), (A basic salary)

CENTRE

: Free-State: Large Office: Bloemfontein

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of South African Constitution. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information Management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES</u>	:	Free State: Ms V Molefe Tel No: (051) 430 0378
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or sent to the correct address specified as follows: Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.
<u>POST 26/84</u>	:	<u>ASSISTANT DIRECTOR: IMMIGRATION SERVICES INSPECTORATE (X2 POSTS)</u>
<u>SALARY</u>	:	R605 742 - R713 535 per annum (Level 10), (an all-inclusive salary package)
<u>CENTRE</u>	:	KwaZulu-Natal: Large Office: Uthungulu Ref No: HRMC 54/26/2a (X1 Post) Limpopo: Large Office: Thohoyandou Ref No: HRMC 54/26/2b (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law, Public Management, Public Administration, LLB, Policing, Criminology, Forensics, Paralegal, Criminal Justice at NQF level 6 as recognised by SAQA. A minimum of 3 years' supervisory experience in a law enforcement, Legal or Security environment is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Refugee Act and Immigration Act. Knowledge and understanding of all Acts administered by the Department. Knowledge and understanding of Criminal Prosecution Act. Knowledge of International treaties. Knowledge of the South African Constitution. Knowledge of Human Resource Regulatory Framework.

DUTIES

A valid driver's license (Code B/C1/C/ EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and Organising. Strong Analytical Skills. Written and verbal communication. Diplomacy. Accountability. Conflict management and resolution. Analytical skills. Communication Skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage Inspectorate operations management within the Office/district. Provide advice and recommendation on immigration transgression cases to the office/region/district. Represent the department on security cluster forums. Ensure effective investigations of transgressions of the DHA legislation. Review quality management (investigation) reports and take corrective action where required and provide necessary support and leadership to immigration officials under his/her chain of command. Develop quality assurance and data quality strategies and actions. Monitor statistics of inspections/investigations within the office/district/Region. Analyse trends and communicate the information to the Office Manager. Advise the office manager, District Manager Operations and Provincial Manager on immigration matters. Liaise with Central law enforcement regarding priority and high profile cases, Liaise and provide support to Counter Corruption on cases that involve their mandate and immigration matters. Liaise with law enforcement agencies and other relevant stakeholders to ensure smooth and effective processing of cases identified in the Region Assistant Director: Immigration Services Inspectorate Page 3 of 8. Liaise with deportation unit to effect deportations and oversee the effective, humane and speedy deportation of cases from the office/district/region. Coordinate information and assist with regards to the investigation of issuing of temporary residence permits/permanent residence permits. Oversee Court cases involving the office/district/region. Provide effective oversight and management of Immigration functions within the office/district/region and Provide investigative support to Civic services. Develop and implementation of policies, procedures, directives, acts and regulations. Ensure effective risk and compliance management. 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
Limpopo: Mr J Kgole Tel No: (015) 287 2802

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
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

POST 26/85

: **ASSISTANT DIRECTOR: PHOTO CAPTURING REF NO: HRMC 54/26/3**
Directorate: Fingerprint Verification

SALARY
CENTRE
REQUIREMENTS

: R605 742 - R713 535 per annum (Level 10), (a basic salary)
: Head Office: Tshwane
: An undergraduate qualification in Operations Management, Public Management, Administration, Business Management, Administration or Social Science within these specified of study at an NQF level 6 as recognised by SAQA. 3 years' supervisory experience. Experience in Civic and Immigration Services. Experience in coordination of information gathering citizenship processes. Knowledge of Workflow planning and capacity planning. Knowledge of all Civic Services Regulations. Basic knowledge of the Immigration Act and Refugee Act. Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation and Human Resources legislation and prescripts. Knowledge of the South African Constitution Knowledge of the Public Service Regulations Act. Willingness to work extended hours. Required skills and competencies: Capability and Leadership. People management and empowerment. Expenditure Management. Project Management. Time Management. Accountability. Business Continuity. Decision Making. Business Analysis. Strong Communication. Interpersonal Skills. Conceptual Thinking Ability. Strong Analytical Skills. Client orientation and customer focus. Research skills. Strong

problem solving. Proficiency in business process modelling. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Technical Skills: Commercial Skills. Negotiation Skills. Document management skills. Computer and digital literacy skills. Decision Making skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage daily operation of the photo capturing Unit. Coordinate the fingerprint capturing and processing of applications. Conduct on incoming and finalised work of senior fingerprint officers and fingerprint officers. Manage the processing of photographs, fingerprints and special functions in accordance with DHA guidelines and requirements. Manage effective activities within Preparations, HANIS and Special Tasks Sections. Monitor daily performance and take corrective action or escalate in accordance with DHA guidelines. Prepare monthly reports on the status and progress of various projects within the Section. Testify in a court of law on special cases regarding fingerprint and identification matters. Ensure that adequate training is provided to all fingerprint personnel. Ensure that all exceptional cases are investigated and resolved timeously. Commission the prepared Section 212 declarations for court cases. Participate in the process of developing training manuals for the fingerprint occupational class. Conduct feasibility study on best practices on improvement of services with regard to fingerprint related activities. Build and maintain relationship with various stakeholders (Internal and External). Participate in the formulation of policies concerning the pre-processing of Identity Documents. Implement effective risk and compliance in line with the relevant practices. 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 : 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 civicsrecruitment@dha.gov.za

POST 26/86 : **CONTROL IMMIGRATION OFFICER: INSPECTORATE REF NO: HRMC 54/26/4**

SALARY : R413 001 - R486 501 per annum (Level 08), (a basic salary package)
CENTRE : KwaZulu-Natal: Large Office: Ethekwini
REQUIREMENTS : A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years' experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption and other high-profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line

with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
: 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.

POST 26/87

: **SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC 54/26/5**

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 - R486 501 per annum (Level 08), (a basic salary)
: KwaZulu-Natal: Provincial Manager's Office: Pietermaritzburg
: An undergraduate qualification in Office Management and Technology, Business Management, Administration Management or a related field at NQF Level 6 as recognised by SAQA. A minimum of 2 years' experience as an Administrative Officer/ Chief Administration Clerk is required. Experience in the administration of office budgets is required. Knowledge of National Treasury Regulations. Extensive knowledge of various filing systems. Knowledge of the Public Finance Management Act (PFMA). Knowledge and Understanding of departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management processes and procedures. Knowledge of the Human Resource Regulatory Framework. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Problem Solving. Planning and organising. Planning and organising. Financial Administration. Analytical thinking. Verbal and Written Communication. Interpersonal. Customer Focus. Attention to Detail. Clerical and Administration. Multi-Tasking. Results and Achievement focus. Teamwork. Time Management. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative support in the unit. Perform general administrative activities in support of the unit (travel, venues and accommodation arrangements). Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the unit). Ensure the maintenance of filing system for the unit. Compile financial and administration reports and documents. Ensure compilation of budget and cash flow projections. Convene and attend meetings and act as secretary during meetings. Ensure accurate Completion of subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the unit. Ensure the flow of information and documents in the unit. Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. 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. 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**

: KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.

<u>POST 26/88</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE REF NO: HRMC 54/26/6</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
<u>CENTRE</u>	:	KwaZulu-Natal: Large Office: Uthungulu
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Financial Administration or related field at NQF Level 6 as recognised by SAQA. A minimum of 2 years' experience in Administrative Officer/ Chief Administration Clerk is required. Experience in administration of office budget is required. Knowledge of National Treasury Regulations. Knowledge of Public Finance Management Act (PFMA). Extensive knowledge of various filing systems. Knowledge and Understanding of departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. Knowledge of Human Resource Regulatory Framework. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Planning and organizing. Analytical thinking. Problem Solving. Financial Administration. Verbal and Written Communication. Planning and Skills. Interpersonal. Customer Focus. Attention to Detail. Clerical and Administration. Multi Tasking. Results and Achievement focus. Teamwork. Time Management. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and monitor the budget and administrative matters. Ensure compliance to policies and procedures for Budget management and control. Monitor implementation of expenditure and commitments against voted funds. Identify, recover and reporting all unauthorized, irregular and fruitless and wasteful expenditure. Coordinate and submit provincial inputs on Estimates of National Expenditure (ENE). Administer provincial adjustment Estimates including submissions regarding roll over funds, as well as other correspondence. Participate in budget planning as well as preparation of budget. Participate in the compilation of the Medium-Term Expenditure Framework and projections in the province. Maintain the Department Chart of Accounts at province. Monitor expenditure trends and reconciliation thereof against the budget and cash flow projections. Co-ordinate projections of anticipated expenditure & revenue. Facilitate the year end processes regarding budgetary management. Monitor revenue management processes. Monitor asset management in the Province. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
<u>POST 26/89</u>	:	<u>IMMIGRATION OFFICER: INSPECTORATE (X10 POSTS)</u>
<u>SALARY</u>	:	R280 278 - R330 162 per annum (Level 06), (a basic salary)
<u>CENTRE</u>	:	Kwa-Zulu Natal: Medium Office: Eshowe Ref No: HRMC 54/26/7a (X1 Post) Kwa-Zulu Natal: Large Office: Ethekwini Ref No: HRMC 54/26/7b (X3 Posts) Kwa-Zulu Natal: Medium Office: Ingwavuma Ref No: HRMC 54/26/7c (X1 Post) Kwa-Zulu Natal: Medium Office: Ixopo Ref No: HRMC 54/26/7d (X1 Post) Kwa-Zulu Natal: Large Office: Ugu Ref No: HRMC 54/26/7e (X1 Post) Kwa-Zulu Natal: Large Office: Umgungundlovu Ref No: HRMC 54/26/7f (X1 Post) Kwa-Zulu Natal: Large Office: Pongola Ref No: HRMC 54/26/7g (X1 Post) Kwa-Zulu Natal: Large Office: Paulpietersburg Ref No: HRMC 54/26/7h (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law, Public Management, Public Administration, Policing Criminology, Forensics or Criminal Justice at NQF level 6 as recognised by SAQA is required. Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding the Immigration Act. Basic understanding Public Service Regulatory Framework. A valid driver's license (Code B/C1/C/EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning

DUTIES

and Organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).

ENQUIRIES **APPLICATIONS**

: KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003

: 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.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	11 August 2026
<u>NOTE</u>	:	Applicants are invited to submit applications, quoting the relevant reference number to the link and or address indicated in each specific advertisement. Applications should be accompanied by a fully completed and signed 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; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of three contactable employment references and copies of educational qualifications. Applicants who possess foreign qualification(s), are furthermore required to submit the evaluated results of such qualifications as received from the South African Qualifications Authority (SAQA). 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. These assessments are aimed at assessing candidate's professional and technical competency against the job requirements and duties, general job fit, integrity and digital literacy). All shortlisted candidates for SMS positions will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural, emotional intelligence and integrity. All suitable candidates will be subjected to mandatory pre-employment screening/ suitability checks/ verification (credit, criminal, citizenship, qualifications, employment pending disciplinary action and professional registration. Suitable candidates for Senior Management Service positions will also be required to successfully complete the online Nyukela Pre-entry Certificate to Senior Management Services course, which can be accessed via: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates wishing to be considered for appointment, are encouraged to enrol for the course as soon as possible. Due to high volumes anticipated, communication will be limited to shortlisted candidates. The Department reserves the right not to make an appointment. The Department of Justice and Constitutional Development (DOJ&CD) seeks to appoint exceptional, ethical and visionary leaders to join its executive leadership team in advancing constitutional democracy. Applications received after the closing date will not be considered. The Department is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability).

MANAGEMENT ECHELON

<u>POST 26/90</u>	:	<u>DIRECTOR-GENERAL REF NO: 26/18/DG</u> (5 Year Fixed Term Contract)
<u>SALARY</u>	:	R2 446 749 – R2 756 241 per annum (Level 16), (an all-inclusive remuneration package), plus 10% non-pensionable allowance payable to Head of Departments (HoDs) for a five (5) year term.
<u>CENTRE</u>	:	National Office, Pretoria State
<u>REQUIREMENTS</u>	:	An NQF Level 8 qualification recognized by SAQA in Law, Public Administration, Public Management, Business Administration or a related field. Admission as an Attorney or Advocate will be an added advantage. A minimum of ten (10) years' experience at senior managerial level, of which a substantial portion must have been gained at executive leadership level within a large, complex organization. Proven experience in organizational transformation, strategic planning, institutional performance, governance, financial management, policy development and stakeholder management is essential. Executive leadership experience within the Public Service will serve as a distinct advantage. Extensive knowledge of constitutional and administrative law; criminal law; labour law; international law; legislative drafting; justice administration; litigation and State legal services; constitutional democracy; human rights; public administration; organizational development; information and communication technology; public sector governance; the Public Service

Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Government planning frameworks; and financial management within the Public Service. Skills and Competencies: Exceptional strategic leadership and executive management capability, with the ability to provide strategic direction and translate Government priorities into measurable organizational outcomes. Demonstrated capability in programme and project management, financial management, organizational transformation and change management, knowledge management, service delivery innovation, governance and organizational performance. Strong analytical, strategic thinking and problem-solving capability. Excellent people management, communication, stakeholder management and customer service orientation. Ability to build strategic partnerships, lead multidisciplinary executive teams, manage organizational risk and drive organizational performance. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.

DUTIES

: Provide strategic leadership and overall management of the Department to ensure the effective administration of justice and implementation of its constitutional and legislative mandate. Oversee the development, reform and implementation of legislation, legal services and policies that promote constitutional democracy, human rights and the rule of law. Provide strategic oversight of court administration services, including lower court administration, the Integrated Criminal Justice System and programmes supporting vulnerable groups. Oversee the administration of Master's Services and Family Law Services, including deceased estates, trusts, insolvencies, guardianship administration and family advocate services. Direct the provision of State legal advisory and litigation services on behalf of Government and organs of State. Ensure effective financial management, strategic planning, governance, enterprise risk management, internal audit, organizational performance and transformation and regulatory compliance. Strengthen intergovernmental relations, cluster coordination, entity oversight and strategic partnerships, and oversee programmes that advance constitutional values and social justice. Serve as principal adviser to the Executive Authority on matters relating to the Department's mandate and strategic direction.

ENQUIRIES APPLICATIONS

: Ms Rhulani Ngwenya at 083 269 4716
: Quoting the relevant reference number, direct your application to: <https://forms.office.com/r/X2XaVPasWu> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 26/91

: **SOLICITOR-GENERAL REF NO: 26/20/SG**
(5 Year Fixed Term Contract)

SALARY

: R2 446 749 – R2 756 241 per annum (Level 16), (an all-inclusive remuneration package)

CENTRE REQUIREMENTS

: National Office, Pretoria State
: An NQF Level 8 in Law or as recognised by SAQA. Admission as An Advocate or Attorney with right of appearance in the High Court of South Africa is essential. A minimum of ten (10) years' experience at senior managerial level. Extensive experience in Litigation and previous experience of litigating high-profile cases will be an added advantage. Comprehensive knowledge of the State Attorney Act, the State Attorney Amendment Act, the State Liability Act, the Public Finance Management Act, the Public Service Act and Regulations, applicable Treasury Regulations and Departmental prescripts. Extensive knowledge of litigation management, State legal services, organisational and government strategy, financial management, governance, organisational change, public administration and public sector regulatory frameworks. Sound understanding of Government priorities, strategic planning, organisational leadership and digital litigation management systems. Skills and Competencies: Exceptional strategic capability and leadership with the ability to develop and implement organisational strategies, provide strategic direction and inspire high performance. Demonstrated capability in programme and project management, financial management, governance, organisational transformation and change management. Strong knowledge management, service delivery innovation, analytical thinking and problem-solving capability. Excellent people management, stakeholder engagement, client orientation and communication skills, with the ability to influence, negotiate and build strategic

		partnerships across government and the legal profession. Demonstrated honesty, integrity, professionalism and commitment to ethical leadership and sound public administration. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.
<u>DUTIES</u>	:	Provide strategic leadership, governance oversight and national coordination of litigation involving the State. Oversee and coordinate civil litigation across all State Attorney Offices and establish national litigation strategies, governance frameworks, norms and standards to ensure consistent and effective legal representation of the State. Oversee the management of contingent liabilities and financial risks in accordance with the State Liability Act through the implementation of litigation risk management systems, expenditure control measures and strategies to reduce litigation costs. Monitor compliance with court orders and the execution of judgments by organs of State, establish mechanisms to monitor implementation, and escalate systemic non-compliance where necessary. Lead the development of national litigation policies, norms, directives and legal reform initiatives, provide strategic oversight on constitutional and precedent-setting litigation, and support legal research and international legal cooperation. Promote sound governance, ethical conduct, transparency and consequence management through compliance monitoring, investigation of litigation failures and implementation of corrective measures. Drive the transformation and professionalization of litigation services by promoting equitable briefing patterns, strengthening the capacity of State Attorney Offices, supporting the development of emerging legal practitioners and implementing professional standards and quality assurance systems. Department's Strategic Plan, ensuring sound financial and human resource management, implementing knowledge management and digital litigation systems, and monitoring organizational performance.
<u>ENQUIRIES</u>	:	Ms Rhulani Ngwenya at 083 269 4716
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 26/92</u>	:	<u>CHIEF STATE LAW ADVISER REF NO: 26/23/OCSLA</u>
<u>SALARY</u>	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office, Pretoria State
<u>REQUIREMENTS</u>	:	An NQF Level 8 in Law or as recognised by SAQA. Admission as an Advocate or Attorney in the High Court of South Africa is essential. Extensive knowledge of Bills and legislation, legislative drafting and certification processes, legal advisory services, public and international law, public administration, government decision-making processes, and the statutory and regulatory framework governing the Public Service, including the Public Service Act, Public Finance Management Act, Treasury Regulations and related prescripts. Sound understanding of Government priorities, organizational governance, strategic planning and professional legal ethics. Skills and Competencies: Exceptional strategic capability and leadership with the ability to provide strategic direction, develop legal policy and lead a specialized legal advisory environment. Demonstrated capability in programme and project management, financial management, organizational transformation, change management, knowledge management and service delivery innovation. Strong analytical, planning and problem-solving capability, with excellent people management, stakeholder engagement, communication and client orientation skills. Proven ability to build strategic partnerships, manage complex legal matters, influence decision-making and lead multidisciplinary professional teams. High levels of professionalism, ethical leadership, accountability and commitment to the values and principles of the Public Service.
<u>DUTIES</u>	:	Provide strategic leadership and oversight of the certification and drafting of Bills, including the provision of preliminary legal opinions, certification of legislation and legal advisory support throughout the parliamentary process. Oversee the scrutiny, drafting and certification of subordinate legislation and provide authoritative legal opinions and advisory services to Government departments and other organs of state. Direct the scrutiny of international agreements to ensure consistency with the Constitution and domestic law and oversee the provision of legal advice relating to international legal obligations.

		Lead the strategic management and governance of the Office of the Chief State Law Adviser through effective strategic planning, operational performance monitoring, risk management, audit compliance, financial management and resource utilization. Oversee the translation and editing of legislation and other legal documents into the official languages to support legislative accessibility and constitutional compliance. Provide strategic legal opinions on contracts, legal documents, settlements and disputes referred by Government departments and organs of state. Ensure sound governance, people management, financial stewardship, asset management, organizational performance and compliance with all statutory and regulatory prescripts within the Office of the Chief State Law Adviser.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa at 060 972 1178
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 26/93</u>	:	<u>CHIEF MASTER REF NO: 26/19/MFS</u>
<u>SALARY</u>	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office, Pretoria State
<u>REQUIREMENTS</u>	:	An NQF Level 8 qualification recognised by SAQA in Financial Management, Business Management Law or a related field, recognised by SAQA. Admission as a Chartered Accountant will be an added advantage. A minimum of eight (8) years' experience at senior management level, with extensive expertise in the management of deceased estates, insolvency, trusts or regulatory governance. Extensive experience in managing large scale funds will be an added advantage. Extensive knowledge of South African private and constitutional law, legislation governing Masters' Services, fiduciary regulation, estate administration, family law, international child abduction frameworks, public sector governance, the Public Finance Management Act, Treasury Regulations, and the statutory framework governing the administration of deceased estates, trusts, guardianship and related legal processes. Skills and Competencies: Exceptional strategic capability and leadership with the ability to provide national strategic direction, drive organisational performance and lead complex regulatory environments. Demonstrated capability in programme and project management, financial management, organisational transformation, change management, knowledge management and service delivery innovation. Strong analytical, planning and problem-solving capability, with excellent stakeholder engagement, communication, client orientation and relationship management skills. Proven ability to lead multidisciplinary teams, build strategic partnerships and promote sound governance, accountability and ethical leadership. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.
<u>DUTIES</u>	:	Provide strategic national regulatory oversight of all Masters' Offices to ensure the lawful, efficient and uniform administration of statutory functions across the Republic. Lead the regulatory oversight of deceased estate administration, insolvent estate administration, trust registration and supervision, Guardian's Fund administration, curatorship's and related fiduciary services, including the development of national standards, directives, compliance frameworks and regulatory interventions. Provide strategic oversight of governance, investment management and statutory compliance relating to the Guardian's Fund to safeguard the interests of beneficiaries. Lead policy development, legal research and legislative reform to strengthen governance and modernise Masters' Services. Oversee the administration of Family Advocate Services and the implementation of South Africa's obligations relating to international child abduction and related family law services. Build and maintain strategic partnerships with the Executive, Judiciary, legal profession, financial institutions and other stakeholders to strengthen governance, improve service delivery and enhance public confidence. Provide strategic leadership for the Branch through effective financial management, organisational performance, human resource management, knowledge management, digital enablement, governance, risk management and compliance in support of the Department's constitutional mandate.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa at 060 972 1178

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 26/94</u>	:	<u>DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND SUPPORT REF NO: 26/21/IDS</u>
<u>SALARY</u>	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office, Pretoria State
<u>REQUIREMENTS</u>	:	An NQF Level 8 qualification as recognised by SAQA, in Public Administration, Public Management, Administration, Law, Governance, Social Sciences or a related field. 8 years' experience at Senior Management level in public administration within a large, complex organisation. Extensive knowledge of the Public Finance Management Act, the Public Service legislative and governance framework, organisational performance management, strategic planning, institutional governance, human resource management and public administration. Sound understanding of Government priorities, organisational development, policy coordination, justice sector governance and executive management within the Public Service. Skills and Competencies: Exceptional strategic capability and leadership with the ability to provide organisational direction, develop and implement strategies and inspire high performance. Demonstrated capability in programme and project management, financial management, organisational transformation and change management, knowledge management, service delivery innovation and organisational performance improvement. Strong analytical, planning and problem-solving capability. Excellent people management, stakeholder engagement, communication and client orientation skills, with the ability to build collaborative partnerships and influence strategic outcomes. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.
<u>DUTIES</u>	:	Provide strategic leadership for justice policy coordination, entity oversight and Justice Cluster governance to strengthen institutional governance, integrated decision-making and the implementation of departmental strategic priorities. Lead justice education, professional development, research, innovation and knowledge management programmes to strengthen institutional capability and organisational performance. Direct strategic planning, organisational performance management, service delivery improvement, operational intelligence and integrated performance monitoring systems to support evidence-based planning, accountability and continuous organisational improvement. Lead public education, strategic communication, media relations, stakeholder engagement and reputation management initiatives to promote public confidence, improve access to justice and strengthen the Department's public profile. Provide strategic leadership for legal services, legal advisory services, litigation management, contract management, statutory legal processes and legal governance to mitigate legal risks and safeguard the Department's interests. Ensure sound strategic, financial, human resource, asset and performance management, promote compliance with legislative and regulatory prescripts, and build a capable, ethical and high-performing Branch that supports the Department's constitutional mandate.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa at 060 972 1178
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 26/95</u>	:	<u>DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY SERVICES REF NO: 26/22/ICT</u>
<u>SALARY</u>	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office, Pretoria State
<u>REQUIREMENTS</u>	:	An NQF Level 8 qualification recognised by SAQA in Information Technology, Computer Science, Information Systems, Informatics, Engineering, Business

	Information Systems or a related ICT field. A minimum of eight (8) years' experience at Senior Management level in an ICT environment. Extensive knowledge of information and communication technology governance, ICT strategy development, enterprise architecture, information security, digital transformation, ICT operations, applications development, infrastructure management, systems integration, ICT service management, project and programme management, business continuity, financial management, public sector governance, the Public Finance Management Act, the Public Service legislative framework and Government ICT policies and standards. Skills and Competencies: Exceptional strategic capability and leadership with the ability to develop and implement enterprise ICT strategies that support organisational priorities. Demonstrated capability in programme and project management, financial management, organisational transformation, change management, knowledge management and service delivery innovation. Strong analytical, planning and problem-solving capability, with excellent people management, stakeholder engagement, communication and client orientation skills. Proven ability to lead large-scale ICT modernisation initiatives, manage multidisciplinary technical teams, establish strategic partnerships and drive continuous organisational improvement. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.
<u>DUTIES</u>	: Provide strategic leadership for the development and implementation of the Department's ICT strategy and digital transformation programme to support organisational objectives and service delivery. Lead ICT governance, enterprise architecture and ICT planning to ensure alignment between business requirements and technology solutions. Oversee ICT operations, infrastructure, networks, applications, information management and customer support services to ensure secure, reliable and efficient ICT service delivery. Direct the development, acquisition, implementation and maintenance of ICT systems and digital platforms that improve organisational performance and enhance access to justice services. Provide strategic leadership for information security, cybersecurity, ICT risk management, business continuity and disaster recovery to safeguard the Department's information assets and digital environment. Establish effective ICT governance, project management, procurement and contract management frameworks to ensure compliance with legislative and regulatory requirements. Ensure sound financial management, performance management, governance, human resource development and the effective utilisation of resources within the Branch
<u>ENQUIRIES</u>	: Ms Duduzile Magampa at 060 972 1178
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 26/96</u>	: <u>STATE ATTORNEY (X2 POSTS)</u>
<u>SALARY</u>	: R1 554 696 – R1 858 821 per annum (Level 14), (an all-inclusive remuneration package)
<u>CENTRE</u>	: East London Ref No: 139/26/EC Pretoria Ref No: 2026/67/GP
<u>REQUIREMENTS</u>	: An NQF level 7 qualification in Law / LLB as recognised by SAQA. A minimum of 6 years' experience at a senior managerial level; Admission as an Attorney; Administrative experience. Skills and competencies: Communication skills (written and verbal); Computer literacy; Technical expertise; Strategic leadership capability; Analytical thinking, problem solving and decision making; Entrepreneurial and business capability; Project management; Customer service orientation; People development and empowerment; Participative leadership and teamwork; Ability to work under pressure; Research and development expertise; Strategic change management; Honesty and integrity; Interpersonal relations and conflict management.
<u>DUTIES</u>	: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Comply with all standards and directives by the Solicitor-General; Provide effective people management.

<u>ENQUIRIES</u>	:	Ms T Ramohlale Tel No: (012) 406 4879 /Cell: +27 71 761 5052
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
<u>NOTE</u>	:	A separate application must be submitted for each position quoting the relevant reference number.
<u>POST 26/97</u>	:	<u>MASTER OF THE HIGH COURT (X3 POSTS)</u>
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Master of The High Court, Pretoria Ref No: 2026/61/GP (X1 Post)
	:	Master of The High Court, Bloemfontein Ref No: 25/19/FS (X1 Post)
	:	Master of The High Court, Johannesburg Ref No: 2026/19/GP (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Law / LLB or any legal equivalent qualification as recognised by SAQA. Five (5) years' experience at middle/senior managerial level; Admittance as an Advocate / Attorney with right of appearance at the High Court; Knowledge of the Foundations of South African law, Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; South African family law, constitutional law, intellectual property, evidence and African Customary Law. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial Management; Change management; Knowledge management; Service Delivery Innovation (SDI); Diversity management; Client Orientation and Customer Focus; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Manage and monitor the implementation of Guardian's Fund; Manage and monitor the implementation of Deceased Estate; Manage the administration of Curatorship and registration of Trust; Manage the administration of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Free State: Ms N Dywili at (073) 775 0709 Gauteng: Ms T Maphoto Tel No: (011) 332 9000 or Ms P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
<u>NOTE</u>	:	A separate application must be submitted for each position quoting the relevant reference number.

OTHER POSTS

<u>POST 26/98</u>	:	<u>SENIOR FAMILY ADVOCATE (X2 POSTS)</u>
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD rules.
<u>CENTRE</u>	:	Family Advocate: Pretoria Ref No: 2026/28 GP (X1 Post) Family Advocate: East London Ref No: 132/26/EC (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Law / LLB as recognized by SAQA A minimum of eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management; Computer literacy.
<u>DUTIES</u>	:	Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office),

	Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.
<u>ENQUIRIES APPLICATIONS</u>	: Adv Nthabiseng Thokoane Tel No: (012) 357 8021 : Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
<u>NOTE</u>	: A separate application must be submitted for each position quoting the relevant reference number.
<u>POST 26/99</u>	: <u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) (X18 POSTS)</u>
<u>SALARY</u>	: R655 854 – R1 508 337 per annum. The all-inclusive remuneration package will be structured in accordance with OSD rules.
<u>CENTRE</u>	: State Attorney, Johannesburg Ref No: 2026/33/GP (X2 Posts) State Attorney, Bloemfontein Ref No: 26/30 /FS (X2 Posts) State Attorney, Pretoria Ref No: 2026/28/GP (X3 Posts) State Attorney, Mahikeng, Ref No: 26/VA46/NW (X1 Post) State Attorney, Kimberley, Ref No: 26/VA46/NC (X1 Post) State Attorney, Cape Town Ref No: 49/2026/WC (X8 Posts) State Attorney, Durban Ref No: 26/30/KZN (X1 Post)
<u>REQUIREMENTS</u>	: An NQF level 7 qualification in Law / LLB as recognized by SAQA. A minimum of four (4) years appropriate post-qualification legal/litigation experience; Admittance as an Attorney; An in-depth, thorough knowledge of legal practice, office management, accounting systems and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	: Represent the State in Litigation and Appeal at the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Re-Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	: Ms T Ramohlale Tel No: (012) 406 4879 /Cell: +27 71 761 5052 : Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
<u>NOTE</u>	: A separate application must be submitted for each position quoting the relevant reference number.
<u>POST 26/100</u>	: <u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X29 POSTS)</u>
<u>SALARY</u>	: R392 625 – R1 074 222 per annum. The all-inclusive remuneration package will be structured in accordance with OSD rules.
<u>CENTRE</u>	: State Attorney, East London Ref No:131/26/EC (X3 Posts) State Attorney, Port Elizabeth Ref No 130/26/EC (X2 Posts) State Attorney, Bloemfontein Ref No: 26/24 /FS (X1 Post) State Attorney, Pretoria Ref No: 2026/27/GP (X8 Posts) State Attorney, Mahikeng Ref No: 26/VA47/NW (X1 Post) State Attorney: Mthatha Ref No:132/26/EC (X1 Post) State Attorney, Johannesburg Ref No: 2026/29/GP (X2 Posts) State Attorney, Durban Ref No: 26/31/KZN (X8 Posts) State Attorney, Cape Town Ref No: 50/2026/WC (X3 Posts)
<u>REQUIREMENTS</u>	: An NQF level 7 qualification in Law / LLB as recognised by SAQA. Four (4) year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal / litigation experience; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual

orientation; Communication skills (written and verbal). Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES

: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection. Provide effective people management.

ENQUIRIES

: Ms T Ramohlale Tel No: (012) 406 4879 /Cell: +27 71 761 5052

APPLICATIONS

: Quoting the relevant reference number, direct your application to: <https://forms.office.com/r/X2XaVPasWu> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.

NOTE

: A separate application must be submitted for each position quoting the relevant reference number.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 07 August 2026 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Appointment is subject to successful 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.
- ERRATUM:** The position of Deputy Director: Strategic Land Acquisition ref 3/1/1/2026/150 for the Directorate: Strategic Land Acquisition: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular 24 dated 10 July 2026 has reference. The position has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 26/101</u>	:	<u>CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 3/1/1/2026/179</u> Directorate: Monitoring And Evaluation
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Development Studies / Social Sciences / Public Administration (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' experience at senior managerial level in monitoring and evaluation. Experience in monitoring for verification of the projects. Experience in integrated planning for multisector engagement for improved rural development outcomes. A valid driver's licence. Job related knowledge: Knowledge of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the Department and the sector. Job related skills: Interpersonal relations and presentation. Communication (verbal and written). Negotiation and advocacy. Interpretation ability. Project management. Strategic capacity and leadership ability. Computer literacy. Diplomatic. Report writing ability. Ability to conduct investigation.
<u>DUTIES</u>	:	Oversee the development and maintenance of an integrated monitoring and evaluation system. Develop / review the Department's framework for monitoring and evaluating the performance of the Department and relevant State-Owned Entities (SOEs) the framework may include policy, strategy, processes, tools etc. Oversee the development/review of the Department's systems for managing data and information as well as reporting. Oversee the development of a framework for assessing the effectiveness and efficiency of the monitoring and evaluation system. Oversee the conducting of periodic assessments to determine the effectiveness and efficiency of the monitoring and evaluation system. Oversee the development/review of the Department's systems for managing data and information as well as reporting. Monitor and report on the performance of the Department in line with strategic plans, annual performance plans and operational plans. Drive operational excellence and governance of the Department. Develop and maintain performance monitoring tools and frameworks. Coordinate and compile institutional performance and strategic reports. Compile and consolidate inputs into the departmental annual report. Conduct evaluation assessments related to the programmes of the Department. Develop and maintain evaluation frameworks. Perform evaluation of strategic projects and programmes according to the departmental evaluation plan. Analyse and interpret evaluation data. Facilitate development of sectoral evaluation plan. Manage monitoring and evaluation functions and provide technical support to public entities. Oversee the processes of monitoring and reporting between DLRRD and public entities. Facilitate and coordinate capacity building on monitoring and evaluation matters. Facilitate the development and support implementation of monitoring and evaluation frameworks and guidelines for public entities. Facilitate and coordinate planning, monitoring and evaluation working groups. Provide strategic guidance and support on the development and review of performance indicators. Facilitate and coordinate monitoring of strategic projects performance and results. Create capacity to monitor and evaluate performance. Facilitate the provision of training with regards to monitoring and evaluation. Formulate and manage strategic partnerships to enhance the capacity of the Department to monitor and evaluate its performance. Establish and lead forums / structures aimed at enhancing monitoring and evaluation practises within the Department. Participate in national, regional and international forums and structures aimed at enhancing monitoring and evaluation practices.
<u>ENQUIRIES</u>	:	Mr. P.J Van Niekerk Tel No: (012) 312 9550
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post179@dlrrd.gov.za

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

OTHER POSTS

POST 26/102 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/180**
Directorate: Corporate Services

SALARY : R932 929 per annum (Level 11), (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 Human Resources Management / Human Resource Development / Labour Relations (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at junior management in a human resource management environment. PERSAL Personnel Certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. A valid driver's licence. 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 ability. Problem solving ability.

DUTIES : Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offers). Manage termination of service. Provide advise on human resource management services. Manage employee relations. Monitor the grievances submitted to National Office. Monitor disciplinary cases submitted to National Office. Manage the implementation of progressive discipline, grievance and misconduct cases outcomes. Manage the capturing of labour relations events. Manage employee performance management, training and development system. Oversee and manage the submission of performance agreements. Oversee and manage the mid-term review assessments. Oversee and manage the annual assessment process. Coordinate and facilitate the assessments of staff including senior management members. Provide statistics on compliance. Oversee and manage the capturing of Employee Performance Management and Development System (EPMDS) documents on PERSAL. Oversee and manage the capturing the of performance incentives. Ensure submission of inputs on the workplace skills plan. Manage the activities of the training and development committee. Manage and oversee the submission of training memorandums to National Office. Oversee and monitor the provisioning training and development in the province. Manage and oversee the orientation of employees. Monitor the placement approval of the in-service requests. Manage the appointment of interns within the province. Coordinate compilation of training reports and provide statistics with regards to training courses attended. Provide advise on training and EPMDS matters Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forums. Ensure provision of statistics with regard to recruitment and selection. Manage employee health and wellness programmes. Oversee and manage the implementation of employee health and wellness programmes. Ensure provision reports with regards to employee health and wellness programmes and referral to wellness service providers. Manage and oversee the activities of Employee Health and Wellness Forum. Ensure provision of advice on EHWP matters.

ENQUIRIES : 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 Post180@dlrrd.gov.za

<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 26/103</u>	:	<u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER (GRADE A-C)</u> <u>REF NO: 3/1/1/2026/181</u> Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R914 517 – R1 376 199 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Higher Diploma (Built Environment field) with a minimum of 4 years and 6 months certified experience. BTech (Built Environment field) with a minimum of 4 years' certified managerial experience. Honors Degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as Professional Construction Project manager on appointment. A valid driver's licence. Job related knowledge: Programme and project management. Project principles and methodologies. Engineering design and analysis. Knowledge research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Creating high performance culture. Professional judgement and networking. Job related skills: Decision making. Team leadership. Analytical thinking and creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Apply methodology effectively and enforce projects standards to minimise risk on projects. Provide project accounting and financial management services. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilise resources allocated effectively. Conduct research and development. Keep up abreast with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (012) 312 9295
<u>APPLICATIONS</u>	:	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 Post181@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 26/104</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/2026/184</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in procurement administration/acquisition management/provisioning administration. Job-related knowledge: The Constitution of the Republic of South Africa. Public Finance Management Act (PFMA). Treasury Regulations. Treasury Supply Chain and Management guidelines and practice notes. Knowledge of supply chain management with emphasis on procurement administration and Government and CIBD

		procurement policies. Knowledge of Transversal contracts and the PFMA, Treasury Regulations and relevant prescripts. Job related skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Analytical thinking. Teamwork. Working under pressure and meeting deadlines.
<u>DUTIES</u>	:	Facilitate demand management services. Conduct and analyse the market per commodity. Coordinate and review the procurement and demand management plan. Receive and check compliance of all procurement request from clients. Provide support in drafting specifications. Compile and update procurement and demand plan progress report. Implement the quotation process. Manage sourcing of quotations amounting to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated registered service providers on the National Treasury supplier database. Arrange and facilitate BID specifications where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000.00. Coordinate documentation for approval. Coordinate appointment letters and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Open bids and record on the relevant systems/websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Compile and where necessary and check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 and 7.2) for sign off.
<u>ENQUIRIES</u>	:	Mr MO Fakude Tel No: (013) 754 8074
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post184@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 26/105</u>	:	<u>PERSONAL ASSISTANT REF NO: 3/1/1/2026/182</u> Chief Directorate: Property Management and Advisory Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job-related knowledge: Relevant legislation/policies / prescripts and procedures, Telephone etiquette, Basic knowledge of financial administration. Job related skills: Sound organisational ability. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication (verbal and written). Language and ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.
<u>DUTIES</u>	:	Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. printers and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective

flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinises routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions/information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

<u>ENQUIRIES</u>	:	Ms F Maki Tel No: (012) 312 8244
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post182@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 26/106</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/183</u> Directorate: Corporate Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 stationary, 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
APPLICATIONS

- : Ms N Ziqubu Tel No: (033) 264 9515
- : 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 Post183@dlrrd.gov.za

NOTE

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

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity 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** : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link <https://erecruitment.dmpr.gov.za>. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 07 August 2026
- NOTE** : Applications are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 26/107** : **PRINCIPAL INSPECTOR REF NO: 080**
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package)
- CENTRE** : Western Cape Region, Cape Town
- REQUIREMENTS** : Bachelor Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF 7) PLUS Mine Manager's Certificate of Competency or Advanced

		Diploma, Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 5 years senior/middle management experience in mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code Directives. Skills: Good interpersonal relations. Communication verbal and oral. Organisational ability control, interpretation and application of legal matters and policies. Teamwork. Training. Negotiating. Adaptability. Conflict handling. Computer literacy. Loyalty towards work. Innovative thinker. Dedication Thinking Demand: Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money, time honesty.
<u>DUTIES</u>	:	Manage the Mine Health and Safety Directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine. Ensuring the conducting of and reporting on of all investigations into mine related accidents and diseases, contraventions and complaints. Provide the necessary reports on mine closures, prospecting rights, mining rights and permits EMP's and township development. Provide regional reports, revision of mining legislation, guidelines and standard; and applications of exemptions, permissions and approvals. Ensure the conducting, testing and licensing of equipment on mines i.e. winders lifts, chairlifts, boilers and conduct statutory inspections. Ensure holding of any necessary board of examiners.
<u>ENQUIRIES</u>	:	Mr. T Ngwenya at 082 452 9038
<u>NOTE</u>	:	No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za . 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. The Candidate will have to disclose her/ his financial Interests. 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: Indian /Coloured or white female are encouraged to apply.
OTHER POSTS		
<u>POST 26/108</u>	:	<u>INSPECTOR: MINE SURVEYING REF NO: 081 (X3 POSTS)</u> Re-advertisement, candidates who applied previously need not to re-apply
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	A National Diploma in Mine Surveying/ Mineral Resource Management (NQF 6) with Mine Surveyors Certificate of Competence and valid driver's licence PLUS minimum of 3 years' experience at junior managerial level in Mine Surveying, Knowledge of: In-depth understanding and knowledge of the mine health and safety, knowledge of the policy regime affecting the minerals and mining industry, government policy and legislation Skills: Problem solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management and 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 demand: Creative/ innovative thinker, Logical, Objective, Accurate, Diplomatic.
<u>DUTIES</u>	:	Conduct underground inspection, compile reports and maintain records. Conduct inspection of plans and records of surface and underground mines, compile reports and maintain records. Investigate and make recommendations surface utilization applications, compile reports and maintain records. Process statutory applications regarding mine and surveying permissions and exemptions, compile reports and maintain records. Serve on mine surveying

		related committees and attend seminars Conduct practical mine surveying field tasks.
<u>ENQUIRIES</u>	:	Ms. G Sekwati Tel No: (012) 444 3789
<u>NOTE</u>	:	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: Indian /Coloured or white male are encouraged to apply.
<u>POST 26/109</u>	:	<u>PERSONAL ASSISTANT TO DDG: MINERAL AND PETROLEUM REGULATION REF NO: 082</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma in Office Administration/Office Management and Technology/Public Administration (NQF 6), minimum of 1 year appropriate experience before or after qualification was obtained Knowledge of: Knowledge on the relevant legislation/polities/prescripts and procedure, Basic knowledge on financial administration, Skills: Language skills and ability to communicate well with people at different level and from different background, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level reliability, Ability to act with tact discretion, Self-management and motivation, Thinking demand: Ability to do research documents and situations.
<u>DUTIES</u>	:	Provides secretarial/receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the Manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms. D Moraile Tel No: (012) 444 3139
<u>NOTE</u>	:	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: Indian /Coloured / White male including persons with disability encouraged to apply.
<u>POST 26/110</u>	:	<u>DRIVER/ MESSENGER REF NO: 083</u> (Office of the Deputy Minister): Mineral and Petroleum Resources
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 and a valid driver's licence. Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: computer literacy. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.
<u>ENQUIRIES</u>	:	Ms. N Ndebele Tel No: (012) 4443159
<u>NOTE</u>	:	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: Indian /Coloured or white male are encouraged to apply.
<u>POST 26/111</u>	:	<u>FOOD AIDE SERVICE REF NO: 084</u> (Office of the Deputy Minister): Mineral and Petroleum Resources
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Head Office, Pretoria

- REQUIREMENTS** : ABET 2 (NQF 1), plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
- DUTIES** : Clean kitchen utensils and equipment, provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal.
- ENQUIRIES** : Ms. N Ndebele Tel No: (012) 444 3159
- NOTE** : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian /Coloured or white male are encouraged to apply.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance.

<u>CLOSING DATE</u>	:	11 August 2026
<u>NOTE</u>	:	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/ "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 qualifications, only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment 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. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). 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. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other Provinces.

OTHER POSTS

<u>POST 26/112</u>	:	<u>PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/PE- CIV/03 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R914 517 per annum, Total cost package, (OSD) North West - Vryburg and Mafikeng (X2 Posts) Gauteng MISA Head Office – Centurion Mpumalanga - Ermelo KwaZulu-Natal – Pietermaritzburg Eastern Cape - OR Tambo District
<u>REQUIREMENTS</u>	:	An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 as recognised by SAQA with three (3) years post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts,

		Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation, and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.
<u>ENQUIRIES</u>	:	Mr Thato Noge & Mr Nkhululeko Masinge Tel No: (012) 848 5300/ 5352/ 5305 / To The T Recruitment at 067 391 7387
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number to: misa30@tttreruitment.co.za
<u>POST 26/113</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE ASSET MANAGEMENT REF NO: MISA/IAA/22 (X2 POSTS)</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	MISA Head Office – Centurion
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF 6 as recognised by SAQA. 3-5 years' experience of which 2 years should supervisory level in the relevant field. Core competencies: Applied strategic thinking. Problem solving and decision making. Planning and organising. Interpersonal relations. Team management and project management. Technical competencies: In depth knowledge and understanding of: Reporting processes and systems. Presentation and writing skills. People management. Diversity management.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordinate and conduct infrastructure asset assessment and analysis. Develop infrastructure asset register. Provide technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Provide technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance.
<u>ENQUIRIES</u>	:	Mr Thato Noge & Mr Nkhululeko Masinge Tel No: (012) 848 5300/ 5352/ 5305 / To The T Recruitment at 067 391 7387
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number to: misa28@tttreruitment.co.za
<u>POST 26/114</u>	:	<u>INTERNAL AUDITOR REF NO: MISA/IA/23</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	MISA Head Office – Centurion
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma or Degree in Internal Auditing or equivalent relevant qualification as recognised by SAQA. 3 years appropriate experience in Internal Auditing. Core competencies: Service Delivery Innovation. Problem solving and analysis. Client orientation and customer focus. Communication. Computer literacy. Technical competencies: In depth knowledge and understanding of: Operational and performance audits. Risk Management and auditing practises. The Public Finance Management Act. Development of policies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Assist in the initial communication with auditee, gathering of auditee background information, developing of system descriptions, process flows and audit programs. Conduct audits and investigations for the organisation as required by the audit standard. Draft and discuss the audit findings with the supervisor and management. Follow-up on internal audits recommended for management actions. Internal auditors work complies with quality assurance standard set for the Treasury regulations and the PFMA and the standard for the Professional Practise of internal auditing and the code of ethics of the institute of Internal Auditors.
<u>ENQUIRIES</u>	:	Mr Thato Noge & Mr Nkhululeko Masinge Tel No: (012) 848 5300/ 5352/ 5305 / To The T Recruitment at 067 391 7387
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number to: misa29@tttreruitment.co.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 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

: **Gauteng/Randburg:** 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.

Limpopo/Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Eastern Cape/Mthatha/Makhanda/Gqeberha/Bisho: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE

: 07 August 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, social media, 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

<u>POST 26/115</u>	:	<u>LAW REASECHER REF NO: 2026/82/OCJ</u>
<u>SALARY</u>	:	R487 197 – R 573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree at (NQF level 8) as recognised by SAQA. A minimum of three (03) years in the relevant field. Superior court or litigation experience and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, interpretation and application of the law, excellent communication skills (verbal and written), computer literacy, numerical skills. planning and organising skills, problem solving and decision-making skills, interpersonal skills, excellent research and analytical skills, project management skills, report writing and editing skills, honesty and integrity, resilience, attention to detail, flexibility conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, trustworthy, observance of confidentiality and time bound.
<u>DUTIES</u>	:	Provide support with legal research on various legal issues, statutes, rules, regulations, and case law analyse, apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof, provide support to the judges with legal, arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research, provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes, quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law such as legislative changes, new precedents and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2026/82/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.

<u>POST 26/116</u>	:	<u>LAW RESEARCHER REF NO: 2026/83/OCJ</u>
<u>SALARY</u>	:	R487 197 - R573 897.per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of The High Court: Makhanda Applicants should be in possession of an LLB Degree or a four-year recognised legal qualification as recognised by SAQA. A minimum of three (3) years' legal research experience in the relevant field. Superior court or litigation experience and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat SAFLLI and Sabinet) Practice Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles, communication skills (verbal and written), problem solving and decision-making skills, excellent research and analytical skills, report writing and editing skills, analytical skills, presentation skills, planning and organising skills, computer literacy. communication and Information Management, accuracy and attention to detail. Diversity Management, managing interpersonal conflict, Project Management, ability to work under pressure and time management skills.
<u>DUTIES</u>	:	Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references, full citation of judgments and footnotes in all draft judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. L Frazer Tel No: (046) 603 5000
	:	HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/83/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/117</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/84/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of The High Court: Bhisho Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year' experience as a Court Interpreter, or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Proficiency in English and isiXhosa. Proficiency in any other indigenous languages i.e. isiZulu, Afrikaans, Sesotho or Setswana and a valid

driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame, computer literacy (MS Office), effective communication skills (written and verbal), time management, good interpersonal relations skills, listening skills, customer service skills, problem solving skills, planning and organising skills, decision-making skills. analytical thinking, excellent English language, flexible, motivational, able to work under pressure, meticulous, self-driven and people-centric.

DUTIES

: Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims Courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession. Interpret in pre-trial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in Court, render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, interpret non-verbal gestures dramatization and confessions, translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.

ENQUIRIES

: Technical Related Enquiries: Mr. L Ceza Tel No: (040) 608 7738
HR Related Enquiries: Ms. Z Sulo at (087) 086 6929

APPLICATIONS

: Applications can be sent via email to 2026/84/OCJ@judiciary.org.za

NOTE

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

POST 26/118

: **REGISTRAR REF NO: 2026/85/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

: Eastern Cape Division of The High Court: Mthatha

REQUIREMENTS

: Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification as recognised by SAQA. A minimum of two (2) years post graduate legal experience. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court or litigation experience and a driver's license 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. Knowledge and Skills: Knowledge of registrar's duties, Case Flow Management, legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, Batho Pele Principles, excellent communication skills (verbal and written), computer literacy, numerical skills, planning and organising skills, problem solving and decision-making skills, interpersonal skills, conflict management skills, time management skills, analytical skills, customer service orientated, conflict management, strong work ethics and

	professionalism, ability to work under pressure and meet deadlines, results driven, honesty/trustworthy and observance of confidentiality.
<u>DUTIES</u>	: Process default judgments to enhance efficiency of the Court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the Court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, 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, 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, capture and update accurate Bills of costs registered and data tools in the office, submit reporting tool on Taxations 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 collation 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, develop staff and ensure general supervision of employees.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr. M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/85/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/119</u>	: <u>ADMINISTRATION CLERK: LEGAL REF NO: 2026/86/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>	: Eastern Cape Division of The High Court: Gqeberha
<u>REQUIREMENTS</u>	: Applicants should be in possession of Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. A minimum of one (1) year' experience in a legal environment, LLB Degree qualification and a driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge And Skills: Knowledge of Public Services Legislation, Prescripts and Regulations, research skills, communication skills (verbal and written) including presentation skills, minute taking skills and report writing skills, problem solving and decision making and time management skills, good reporting, organising and planning skills, creative and analytical thinking skills and computer literacy (MS Office).
<u>DUTIES</u>	: Conduct legal research for the Regional Court President/Chief Magistrate (as and when required), compilation of statistics (Submission to Monitoring & Evaluation unit, reconcile manual and electronic statistics), audit readiness and data purification, case flow management, assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and Supervisor.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/86/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/120</u>	: <u>USHER MESSENGER REF NO: 2026/87/OCJ</u>
<u>SALARY</u>	: R170 226 - R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Limpopo Division of The High Court: Thohoyandou

<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade 10 or ABET level 3 as recognised by SAQA. A relevant experience required. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collecting statistics, knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel, knowledge of Office Administration, knowledge and understanding of the legislative framework governing Public Service, communication skills (verbal & written), problem solving skills, good public relations skills, monitoring and analytical skills, planning and organising skills, report writing skills and typing skills.
<u>DUTIES</u>	:	Render administrative support functions to the Judges and the Court Room, escort members of the bench to and from Court and attends Judges' chambers with counsel, facilitate order in Court rooms before calling the Judges in, organise the Court crew and inform them of the starting times in line with the daily Court roll, maintain silence and order in the Court rooms when Judges enter or leave, check the correctness of motion Court rolls, generation of copies and dissemination according to the distribution list, maintain Court Rooms' records, check and arrange the criminal and civil files (to be taken to the Court rooms), report the missing files to the Judges, file/ archive the documents, registers, etc, facilitate the smooth- running of the Court rooms, assist with the scheduling of Court matters (motion opposed), arrange the representation of cases, negotiate the Court Rooms allocation with Judges in times of Court, room shortages, collect and distribute Court files, sort and check the Court files, keep the Court files safe and circulate Court rolls according to the distribution list.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. BM Tjiane Tel No: (015) 495 1444 HR Related Enquiries: Ms. EM Ramaphakela Tel No: (015) 495 1744
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/87/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number).
- CLOSING DATE** : 07 August 2026 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. 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. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. 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. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, 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/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 26/121</u>	:	<u>CHIEF DIRECTOR: PLANNING ALIGNMENT REF NO: 06/ 2026</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in any of the following: Public Administration/Management, Business Administration, Social Science, Development Studies. 8 years' experience in strategic planning/ public sector institutional planning/ operational planning/ public sector development planning/ public sector monitoring & evaluation of which 5 years should be at a senior managerial level. NQF level 8 qualification, or higher, will be an added advantage. A valid driver's license. A good understanding of political, government planning and governance issues. Good understanding of government across the three spheres and of development partners that work with governments. Knowledge of government prescripts (including National Treasury regulations), policies, administrative processes, practices, and programmes. Knowledge of the National Development Plan (NDP) and the Medium-Term Development Plan and their implementation processes within institutions. Ability to foster and manage effective working arrangements with other centres of government departments and social/development partners to ensure coordinated and integrated actions. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
<u>DUTIES</u>	:	The incumbent will be responsible to: Manage, coordinate and support the development and assessment of Strategic Plans, Annual Performance Plans and Operational Plans with development priorities for national departments, provincial departments and Schedule 3A & 3C public entities with regard to non-financial performance, Manage coordinate and facilitate the quarterly performance reporting, of non-financial performance, of national departments, provincial departments and Schedule 3A & 3C public entities Manage the development, review and implementation of policies, frameworks, circulars and guidelines that support strategic planning, annual performance planning and operational planning processes for national and provincial departments and Schedule 3A & 3C public entities, Manage coordinate and facilitate stakeholder engagements and forums on Strategic Plan and Annual Performance Plan processes and reporting for national, provincial departments and Schedule 3A & 3C public entities ,Provide professional management and leadership in respect of the provision of the core functions and services assigned to the Chief Directorate and support cross-functional work within the department.
<u>ENQUIRIES</u>	:	Mr I Chappell Tel No: (012) 312- 0476
<u>APPLICATIONS</u>	:	can be sent to Recruitment27@dpme.gov.za
<u>POST 26/122</u>	:	<u>CHIEF DIRECTOR: PUBLIC SERVICE REF NO: 07 / 2026</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Public Administration, Social Sciences. A Minimum of 8 years in Strategic and Executive Management experience in Human Settlements, Spatial Planning Frameworks of which 5

years must be at senior managerial level. NQF level 8 will be an added advantage A valid drivers-license. A good understanding of political, planning and governance issues. Good understanding of government across the three spheres and partners for development. Knowledge of government prescripts, policies, administrative processes, practices, and programmes. A good understanding of the National Developmental Planning, National Planning Commission (NPC), National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective working arrangements with other centre of government departments and social/development partners to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES : The incumbent will be responsible for developing, coordinating, facilitating and providing strategic support for the monitoring of the implementation of Priority 3: Building a Capable, Ethical and Developmental State, in alignment with the Medium-Term Development Plan (MTDP) and the National Development Plan (NDP). The roles include developing intervention strategies and implementation plans to strengthen government performance, as well as coordinating capacity development programmes to promote the effective application of Planning, Monitoring, and Evaluation (PM&E) policies, frameworks, systems, tools and guidelines across government. Key responsibilities include contributing to planning and evaluation activities related to the implementation of national priorities; monitoring the performance and accountability of sector departments and the implementation of Cabinet decisions and remedial actions arising from Priority 3 progress reports; and analysing Strategic Plans; Annual Performance Plans (APPs), and budget allocations to assess alignment with the MTDP and NDP. The incumbent will provide strategic technical advice and support to political principals, executive management and governance structures on matters relating to planning, monitoring, evaluation and institutional performance. The role further entails developing and enhancing government-wide monitoring, reporting tools, systems and guidelines to strengthen evidence-based planning, performance monitoring and accountability across the public sector. The incumbent will coordinate national and international partnerships to advance PM&E policy, capacity development knowledge-sharing, thereby contributing to the professionalisation of the public service and the strengthening of a capable, ethical and developmental state. The position also requires effective leadership, people management and oversight of managers within the immediate span of control to ensure the achievement of organisational objectives.

ENQUIRIES : Ms Z Dyaloyi Tel No: (012) 312- 0548
APPLICATIONS : Applications can be sent to Recruitment28@dpme.gov.za

POST 26/123 : **SENIOR CAPACITY DEVELOPMENT SPECIALIST REF NO: 08/ 2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF level 7 qualification in Public Administration/Management, Human Resource Development. A Minimum of 8 years' Experience in developing, implementing and monitoring of Planning Monitoring and Evaluation (PME) policy framework and related capacity development strategies of which 5 years should be at a Middle/Senior Managerial Level. NQF level 8 will be an added advantage A valid drivers-license. A good understanding of political, planning and governance issues. Good

understanding of government across the three spheres and partners for development. Knowledge of government prescripts, policies, administrative processes, practices, and programmes. A good understanding National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective working arrangements with other centre of government departments and social/development partners to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES : The incumbent will be responsible to lead and co-ordinate capacity development programme with internal and external stakeholders to strengthen government-wide Planning, Monitoring & Evaluation (PM&E) system, institutional PM&E system and individual PM&E capacity in line with the Medium-Term Development Plan (MTDP) and the National Development Plan (NDP). Provide strategic leadership on PM&E capacity development programmes to support public sector institutions to strengthen their institutional monitoring. Provides PM&E technical advisory support to strengthen Government-wide monitoring, evaluation and reporting systems. Co-ordinate partnerships for PM&E training and capacity development to contribute to building a Capable, Ethical and developmental state. Management of Stakeholder/Partnerships to harness diverse skills and expertise required to professionalise PM&E practitioners. Provide professional management and leadership in respect of the provision of the core functions and services assigned to the position.

ENQUIRIES : Mr M Lehong Tel No: (012) 312- 0540
APPLICATIONS : Applications can be sent to Recruitment29@dpme.gov.za

POST 26/124 : **HEAD OF THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 02/2026**
Office of the Director-General

SALARY : R1 317 384 - R1 551 807 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ Advanced Diploma qualification NQF 7 in Public Administration/ Office Management as recognised by SAQA, with at least five 5 years' experiences at Middle/Senior Managerial level in rendering administrative and executive office support. Experience in the office of an Executive Manager will serve as an added advantage. Knowledge and Skills: Knowledge of public Service Regulations, policies and procedures. Working knowledge of the functioning of National, Provincial and Local Government. Financial Management and Financial Directives. Knowledge of Project Management. Knowledge of Administrative Systems and Minute Taking. Competencies and Skills: Strategic capacity and leadership; Programme and Project management; Financial management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : To manage and coordinate the provisioning of executive and administrative support services to the Director-General and the Department, and sustain good working relationship with all internal and external stakeholders to ensure effective flow of information inside and outside of the Department. This involves conducting research, analyse information and compile complex documents for the DG and scrutinise documents to determine actions/ information/ and/or documents required. Providing an effective and efficient strategic administrative support to the DG, compile the agenda of meetings chaired by the DG and ensure circulation of accompanying memorandum. Co-ordinate

and liaise with internal and external strategic alliances and stakeholders between the Office of the DG and other stakeholders to ensure integration of programmes. Provide strategic management and leadership in respect of the core functions and services assigned to the DG's Office.

**ENQUIRIES
APPLICATIONS**

: Mr I Chappell Tel No (012) 312-0476
: Applications can be sent to Recruitment23@dpme.gov.za

OTHER POST

POST 26/125

: **ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO: 09/2026**
Directorate: Presidential Hotline

**SALARY
CENTRE
REQUIREMENTS**

: R605 742 per annum (Level 10), plus benefits
: Pretoria
: An appropriate 3-year tertiary qualification (NQF 6\ in the area of National Diploma / Degree in Public Administration/ Communications, Developmental Studies/ Humanities/ Data Analytics or related fields with at least 3 years' relevant experience in Experience in the Monitoring and Evaluation, data analytics, project management environment and/or administrative experience and/or Customer care. A good understanding of government policies, M&E and logging of cases. Competencies/Skills: The ideal candidate should possess well developed report writing skills, research methodology and analytical skills, sound knowledge of the Microsoft Office suite (including Excel and Power Point) should produce good quality work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with a team Personal attribute: The incumbent must be assertive and self-driven, client orientated, customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES

: The successful candidate will be responsible to support Presidential Hotline Directorate in ensuring good quality logging of cases, effective monitoring and support to departments and provinces and support the research, knowledge management and communications functions. Management of case logging and tracking function. Manage and track complaints referred to national departments and provinces (Stakeholders). Manage research & knowledge management and communications. Project and administration support.

**ENQUIRIES
APPLICATIONS**

: Mr M Lehong Tel No (012) 312-0540
: can be sent to Recruitment30@dpme.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. "REF NO: SIA"
- CLOSING DATE** : 07 August 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 26/126** : **SENIOR INTERNAL AUDITOR "REF NO: SIA"**
- SALARY** : R413 001 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or BCom Degree (NQF7) in Auditing / Accounting / Information Systems / IT Auditing or equivalent / related as recognised by SAQA. A minimum of 2 years' experience in Internal Auditing/ Auditing financial statements and information systems auditing including IT controls, and data analytics and systems environments. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Institute of Internal Auditors (IIA) standards and guidelines. Post Graduate qualification in Auditing, Accounting or IT Auditing, Professional certification in Certified Information Systems Auditor (CISA) or Certified Internal Auditor (CIA) and experience in Auditing Financial Systems and IT environments including conducting IT audits would be considered an added advantage. Ms Office packages. Have proven competencies: Communication (verbal and written), Customer / Client Focus, Service Delivery Systems, Analytical Thinking, Research Skills, Presentation Skills, Problem-solving, Planning and organising and Data analysis.
- DUTIES** : Plan internal audits inclusive of but not limited to conducting business understanding on the audit subject, risk analysis, identifying risk, considering applicable legislative frameworks on the subject, determining audit scope the focus areas etc. Execute internal audits by conducting control adequacy assessments, sampling procedures, developing audit programme to be signed off by the audit manager, executing audit procedures, communicate exceptions to management etc. Develop a draft audit report, convene exit meeting and present the findings of the draft report. Prepare an audit summary for the

various stakeholders, highlight risk areas and track process. Support audit committee processes, maintain audit working papers and records. Coordinate responses to internal and external stakeholders and participate in audit administration activities.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

: Applicants must use this link or QR code below to access DSAC E-Recruitment System: https://erecruit.dsac.gov.za/public/login_test.php

Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.

CLOSING DATE

: 07 August 2026, 16:00

NOTE

: Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POSTS**POST 26/127**

: **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION**
REF NO: DSAC-01/07/2026

SALARY

: R932 292 per annum, (an all-inclusive remuneration salary package), consists of a basic salary, Sate's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Management Services / Organisation and Work Study / Operations Management/Production Management/ Organisational Development/ Industrial Psychology or any relevant Organisational Development qualification. Job Evaluation Certificate and PERSAL Establishment Certificate as additional requirements. 3-5 years relevant experience, at least 3 years at an Assistant Director level in organisational development, job evaluation and or any relevant organisation development environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, etc. Knowledge of Job evaluation and job grading processes. Knowledge and understanding of DPSA directives, circulars, PSCBC Resolutions etc. applicable to organisational development/change management environment. Knowledge and understanding of Organisational Design principles and techniques. Understanding of Code of Remuneration (CORE). Knowledge of Computer software (Excel, OrgPlus, Visio, PowerPoint, etc). Knowledge and understanding of Diversity management. Knowledge and understanding of business process management. Good communication and Interpersonal relation. Planning and organising skills. Problem solving skills. Interviewing and analytical thinking skills. Project Management skills. Facilitation and Presentation skills. Computer literate. Attention to detail. Ability to work independently and as a team. Ability to keep classified information.
<u>DUTIES</u>	:	To manage and provide organisational development and design services to support organisational effectiveness within the Department. Manage organisational development and structure review process: Lead organisational design and structure review processes. Manage the development, review, and alignment of organisational structures with approved establishment requirements and CoE provisions. Develop organisational structure reports, recommendations, and submissions for management approval. Monitor the implementation of approved organisational structures and related organisational development interventions. Conduct organisational functionality and mandate analysis. Authorise the creation, amendment, and abolishment of posts on PERSAL in line with approved organisational structures. Manage and monitor alignment between approved organisational structures, establishment information, and PERSAL records. Manage and monitor job evaluation processes: Oversee the implementation of job evaluation and job grading processes in accordance with DPSA policies and frameworks. Ensure newly created, revised and existing positions are evaluated and graded in line with approved job evaluation systems. Manage the coordination of job evaluation panel meetings. Oversee the monitor of job evaluation register and implementation of approved grading outcomes. Provide technical advice and guidance on job evaluation and grading matters. Ensure approved job evaluation and grading outcomes are accurately implemented and updated on PERSAL. Manage job description development and review processes: Oversee the development, review, and quality assurance of job descriptions aligned to organisational structures and operational requirements. Ensure all employees have approved and signed job descriptions in the department. Oversee the maintenance of the job description database and related records. Manage Business Process Improvement Initiatives: Oversee the business process mapping, analysis, and improvement initiatives. Oversee the development and review of Standard Operating Procedures (SOPs) and business process documentation. Facilitate the identification of process gaps, inefficiencies, and operational improvement opportunities. Monitor the implementation of approved business process improvements. Leveraging AI tools to analyse organisational structures, spans of control and reporting lines. Supporting AI-assisted business process mapping and process optimisation. Developing governance frameworks for the responsible and ethical use of AI within Organisational Design and Development. Develop reports and recommendations on business process improvement within the department. Manage Administrative and Governance Support Services: Coordinate administrative, reporting, and governance processes within the organisational development unit. Prepare reports, submissions, presentations, and memos related to organisational development processes and procedures. Manage the coordination of meetings, workshops, consultations, and stakeholder

		engagements. Monitor compliance with organisational development policies, procedures, and legislative prescripts.
<u>ENQUIRIES</u>	:	Ms Z Lamati Tel No: (012) 441 3831
<u>POST 26/128</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-02/07/2026</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration salary package), consists of a basic salary, Sate's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric Certificate / Grade 12 Certificate / NQF 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Monitoring and Evaluation/ Public Administration / Public Management / Public Governance / Internal Auditing / Statistics / Data Management or any relevant Monitoring and Evaluation qualification. 3-5 years relevant experience and (at least 3 years at an Assistant Director level) in monitoring and evaluation environment. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Project Management. Problem solving and analysis skills. Good Communication and Interpersonal relations. Computer literacy. Planning & Organizing skills. Presentation skills Client Orientation and Customer Focus. Ability to work with different stakeholders on performance information matters. Strategic capability and leadership. Accountability and Ethical Conduct. Change management. Teamwork. Ability to work under pressure.
<u>DUTIES</u>	:	To develop and maintain performance monitoring, evaluation and reporting framework systems and procedure for the department. Consolidate and review the develop of Quarterly Performance Reports: Analysis and review quarterly input submitted by programmes. Participate in the Quarterly and Departmental performance review session. Finalise the quarterly performance report and facilitate the sign off by the DG or delegated official. Facilitate the submission of reports to Internal audit, DPME and National Treasury. Review draft monthly report on targets that are not achieved. Conduct refresher workshop with programmes on the reporting guidelines. Review and consolidate quarterly performance presentations for Audit and Portfolio Committee. Review and consolidate input for ENE mid-term report. Consolidate and review the development of Annual Performance Report: Review draft annual performance report. Review the Dashboard report on verification sources as outlined in the TID and Standard Operating Procedures. Participate in the Quarterly and Departmental performance review session. Facilitate the submission of the Annual performance review report to AGSA. Facilitate the appointment of the Service Provider and approval of the cover page. Facilitate the tabling of the Annual Report in Parliament. Review and consolidate Annual performance presentations for Audit and Portfolio Committee. Provide national oversight on provincial quarterly reporting on Electronic Quarterly Performance Reporting System of Department of Planning Monitoring and Evaluation: Review of the provincial reports on Electronic Quarterly Performance Reporting system of DPME. Submit national oversight comments to DPME and provincial department of Sport, Arts and Culture through eQPRS. Compile a draft report on reviewed Departmental Annual Performance Plans and Standard Operating Procedures (inclusive of its technical indicator description): Compiling a draft report on reviewed APP, TIDs and Strategic Plan covering the following; SMART principles of indicators and targets. Proposed verifications sources in the TID. Review the previous FY Standard Operating Procedures and propose changes where necessary. Consolidate and review the development of quarterly operational plan reports: Develop reporting template on operational plan. Circulate the reporting template to all programmes in the Department. Receive and review operational plan reports submitted by programmes. Generate operational plan reports for the department. Review and consolidate quarterly performance presentations for programmes. Facilitate the submission of reports to programmes for noting and improvement.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 441 3669

<u>POST 26/129</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-03/07/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Monitoring and Evaluation/ Public Administration/ Public Management/ Public Governance/ Internal Auditing/ Statistics/ Data Management or any relevant Monitoring and Evaluation qualification. 2-3 years relevant experience and (at least 2 years at a Senior/ Practitioner/ Officer level) in data analysis, data auditing, monitoring, evaluation and reporting environment. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and relevant legislations. Knowledge and understanding of Monitoring and Evaluation Frameworks. Knowledge and understanding of data collection and data analysis. Knowledge of departmental policies and procedures. Research skills. Facilitation and presentation skills. Problem solving and analytical thinking skills. Planning and organising skills. Good communication and Interpersonal relations. Change management skills. Computer literacy. Ability to work in a Team and independently. Ability to work under pressure.
<u>DUTIES</u>	:	To provide support for monitoring and evaluating departmental programmes. and projects. Assisting in the coordination of the development and review of the Departmental Quarterly Performance Reports: Coordinate and send out meeting invites for branch review sessions as well as the Departmental review session. Prepare agendas for quarterly review sessions. Prepare quarterly reporting templates for relevant Programmes. Make inputs for TID and targets in the Barnowl system. Review evidence submitted by relevant Programmes. Prepare feedback report to be used as discussion document during quarterly review sessions for relevant Programmes. Capture quarterly report for relevant Programmes. on the DPME EQPR system. Prepare minutes for review session for relevant Programmes and the Departmental review session. Prepare demographic reports for relevant indicators. Respond to audit queries from Internal Audit. Prepare statistical report for women, youth and people with disabilities. Prepare a quarterly deviation register to report progress on targets that were not achieved. Coordinate submission of beneficiary details for projects under relevant programmes. Prepare PMER presentation. Facilitate the development of monitoring and evaluation reports: Prepare the annual report review report template for relevant programmes. Review evidence submitted by the relevant Programmes. Prepare feedback report to be used as discussion document during review sessions for the relevant Programmes. Capture quarterly report for the relevant Programmes on the DPME EQPR system. Respond to audit queries from Internal Audit. Prepare documents/information for submission to AGSA in response to the requests for information. Coordinate SCM processes for appointment of a service provider that will develop the annual report. Develop the task directive for the appointment of a service provider. Develop a workplan for annual report project. Coordinate and review annual report inputs from various units in the Department. Liaise with service provider for the design and layout of the annual report. Review the annual report from the service provider and provide further inputs/ changes/ corrections. Assist in the development of the ENE Mid-Term report: Receive reporting template from the relevant unit. Assist in coordinating inputs for Estimated of National Expenditure (ENE) Mid Term report from the relevant programmes. Consolidate, capture and verify performance information on the template. Submit to the budget unit. Coordinate development and review of standard operating procedures: Assist with the development and updating of the M&E database / systems. Assist in reviewing SOPs for the relevant programmes. Develop SOP report (tracking tool). Review of SOP evidence for the relevant programmes. Coordinate the development of criteria/selection document for the relevant Programmes. Develop APP AND TID assessment report. Verify and validate data captured on the M&E databases and system. Assist in the development of quarterly operational plan reports: Assist with the review of data Management guidelines. Develop quarterly reporting templates for the relevant programmes. Review evidence submitted by the relevant Programmes. Develop operational plan reports for the relevant Programmes. Develop operational plan presentations for the relevant Programmes.

<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 441 3669
<u>POST 26/130</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DSAC-04/07/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate /Grade 12 Certificate/ NQF level 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Management Services / Organisation and Work Study / Operations Management / Production Management/ Organisational Development/ Industrial Psychology or any relevant Organisational Development qualification. Job Evaluation Certificate and PERSAL Establishment Certificate are additional requirements. 2-3 years relevant experience (at least 2 years at a Senior/Officer/ Practitioner level) in organisational development, job evaluation and change management or any relevant organisation development environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, etc. Knowledge of Job evaluation and job grading processes. Knowledge and understanding of DPSA directives, circulars, PSCBC Resolutions etc. applicable to organisational development/change management environment. Knowledge and understanding of Organisational Design principles and techniques. Understanding of Code of Remuneration (CORE). Knowledge of Computer software (Excel, OrgPlus, Visio, PowerPoint, etc). Knowledge and understanding of Diversity management. Good communication and Interpersonal relation. Planning and organising skills. Problem solving skills. Interviewing and analytical thinking skills. Project Management skills. Facilitation and Presentation skills. Computer literate. Attention to detail. Ability to work independently and as a team. Ability to keep classified information.
<u>DUTIES</u>	:	To implement an organisational development design and job evaluation support services. Monitor and coordinate the development and review of job descriptions: Coordinate the development, review, and maintenance of job descriptions as mandated by the DPSA or when necessary. Develop Job descriptions in line with the departmental structure. Identify job profiles to be developed and reviewed. Quality assures job descriptions for advertising. Conduct benchmarking of job descriptions in line with DPSA directives. Provide advisory and technical support to employees. Ensure all newly appointed employees have signed job descriptions. Maintain and update the job descriptions database. Assist with the development and review of job description policy, frameworks and guidelines. Coordinate the review and redesign processes and Change Management interventions: Coordinate organisational design, restructuring, and work study processes. Facilitate organisational functionality assessments. Collect, analyse, and consolidate organisational data to support organisational design and structural alignment processes. Coordinate the implementation of approved organisational structures and related change interventions. Facilitate the creation, abolition, and amendment of posts on PERSAL in line with approved organisational structures. Participate in the development and review of organisational structures, service delivery models, and establishment requirements. Prepare organisational design reports, presentation, recommendations, and submissions for approval. Support the implementation of change management initiatives arising from organisational restructuring and transformation processes. Coordinate and provide secretariat support to awareness session, meeting and forums. Monitor and conduct Job Evaluation process: Coordinate and facilitate the implementation of job evaluation processes within the department. Facilitate and establish the nomination and training of panel members within the department. Analyse, evaluate, and grade posts in a job according to the Public Service Job Evaluation System. Ensure provision of secretariat and administrative services to the job evaluation panel meeting. Identify and prioritise jobs to be evaluated. Maintain and monitor job evaluation register in line with the approved job evaluation outcomes. Conduct benchmarking of job descriptions and grading of levels in line with DPSA directives. Facilitate the implementation of DPSA directives, policies, and frameworks relating to job evaluation and grading. Coordinate the development and review of JE and job grading policy. Facilitate awareness sessions, workshops, and capacity-building initiatives on job evaluation systems, policies, and directives. Conduct and coordinate Organisational functionality

assessments within the department. Coordinate organisational functionality and operational efficiency assessments. Gather, analyse, and consolidate information and reports to support organisational assessment processes. Monitor progress and follow up on organisational improvement actions and recommendations. Participate in steering committee meetings and provide administrative and secretariat support where required. Coordinate meetings, information sessions and provide secretariat support. Compile information on the DPSA organisational assessment and reporting templates. Identify organisational gaps, inefficiencies, and improvement opportunities to enhance service delivery. Utilise AI tools to draft organisational reports, Support AI-assisted business process mapping and workflow optimisation initiatives. Evaluate opportunities to automate routine organisational reporting and administrative processes using approved digital technologies. Keep abreast of emerging AI technologies and recommend practical applications that improve organisational effectiveness and service delivery. Coordinate the development and implementation of business processes management: Coordinate the development of Standard Operating Procedures (SOP's) for the approved departmental operational plan. Coordinate the compilation list of internal Business Processes for each unit. Facilitate the analysis and mapping of business processes of approved SOPs of the approved operational plan. Coordinate the compilation and maintenance of departmental business process registers. Obtain relevant approvals for developed SOPs and business process documentation. Compile approved departmental business process reports. To manage and provide organisational development and design services to support organisational effectiveness within the Department. legislative prescripts.

ENQUIRIES : Ms Z Lamati Tel No: (012) 441 3831

POST 26/131 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DSAC-05/07/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification Minimum Three-year National Diploma (NQF level 6) /Degree (NQF level 7) as recognised by SAQA in Human Resource Management/ Public Management and Administration/ Industrial Psychology or any relevant Human Resource Management qualification. PERSAL Administration Certificate and Leave Administration Certificate are additional requirements-3 years relevant experience (at least 2 years at an HR Officer/ HR Practitioner level) in recruitment & selection, conditions of service, employee benefits and administration or any human resource administration environment. Knowledge and understanding of the Human Resource Management Framework. Knowledge of HR policies, procedures and implementation strategies. Knowledge and understanding of relevant Directives. Knowledge of Public Service Resolutions, Public Service Act and relevant legislation and prescripts. Knowledge and understanding of PERSAL System. Good communication and interpersonal relations. Problem solving skills. Analytical skills. Computer and digital literacy. Numeracy skills. Planning and organizing skills.

DUTIES : Facilitate the administration of Recruitment and Selection processes Facilitate the administration of conditions of services, remuneration and employee benefits. Facilitate the processing of appointments, promotions, and transfers to the Department, Facilitate the process of Terminations of Service and Transfers from the Department to another. Provide overall supervision and guidance to subordinates. Contribute toward the digitization and automation of HR processes and systems.

ENQUIRIES : Ms NP Maloka Tel No: (012) 441 3730

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 26/132</u>	:	<u>ASSISTANT DIRECTOR: AFRICA BILATERALS RELATIONS/AFRICA MULTILATERALS REF NO: 070826/01</u> Branch: Provincial And Entity Governance and International Cooperation Cd: International Water Cooperation Dir: Africa Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum (Level 10) Pretoria Head Office A relevant NQF level 6 qualification in International Relations / Political Science. Five (5) years of experience in international relations. Knowledge and understanding of international politics and the difference between multilateral and bilateral agreements. Knowledge of developing policies and their procedures. Knowledge and understanding of research. Understanding of Public Finance Management Act (PFMA). Knowledge of bilateral/multilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of departmental policies and procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Effective communication skills both (verbal and written). Accountability and ethical conduct.

<u>DUTIES</u>	:	Assist in the implementation of international agreements with priority countries. Conduct research and compile briefing documents, position papers and reports to support bilateral engagements Facilitate international stakeholder engagements, support relevant stakeholder consultations, maintain relations with foreign governments, Embassies, High Commissions, and entities. Facilitate and participate in bilateral fora, support strategic interventions and formation of partnerships for international water cooperation. Drafting of relevant documents such as submissions, letters, briefing notes. Assist with the establishment of new strategic partnerships.
<u>ENQUIRIES</u>	:	Mr MA Sithole Tel No: (012) 336 8588
<u>POST 26/133</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A REF NO: 070826/02</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R518 769 per annum, (OSD) Hartbeespoort A relevant Honours Degree in Environmental Science or relevant qualification at NQF level 8) coupled with a minimum of three (3) years working experience post the required qualification. The disclosure of valid unexpired driver's license. Experience in any of the following fields will service as an added advantage: Environmental Science / Water Resource Management / Environmental Law/Natural Resource Economics / Occupational Health and Safety and Construction Health and Safety. Professional registration as an Environmental Assessment Practitioner (EAP) will be an added advantage. Knowledge in compliance monitoring and enforcement. Working knowledge of National Water Act, 1998 (Act no. 36 of 1998) and related policies. Working knowledge of relevant Environmental Management legislation and related policies. Working knowledge of Occupational Health and Safety Act and construction regulations. Knowledge and understanding of Integrated Water Resources Management. Understanding of PFMA and Treasury regulations 16. Knowledge of safety of Sport and Recreation events in terms of the National Water Act. Ability to review technical and scientific reports and provide recommendations. Exposure to construction environment management, technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation units and other government departments. Professional judgement. Good communication, presentation and networking skills. People management skills, planning, organising, conflicts and change management. Excellent problem solving and analysis. The ability to work independently, to interact with communities, professional service providers (PSPs) and planning partners in the water sector. Willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Provide support and oversight to three Area offices within the Northern Operations, namely: Hartbeespoort Area Office, Groblersdal Area Office and Tzaneen Area office at Technical Services sub-directorate. To provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure including operations and maintenance projects in Civil, Mechanical and Electrical for three Area Offices. This includes amongst others, the undertaking of environmental legislative screening assessment and compile terms of reference for the appointment of environmental assessment practitioners and related services. Compilation of environmental management plans. Provide environmental, health and safety inputs during the planning and construction phase of projects Conduct environmental audits for bulk water infrastructure and operations and maintenance projects. Conduct site inspections, undertake both routine and special inspections and generate technical and monitoring reports. Assist in developing and implementation of commercial recreational and recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of State Dams. Give inputs on applications for commercial recreational water use at State Dams especially with regards to PFMA and Treasury Regulations 16 requirements. Conduct routine monitoring for GWWs under the management of Northern Operations.
<u>ENQUIRIES</u>	:	Mr IR Mmutloane Tel No: (012) 200 9000

<u>POST 26/134</u>	:	<u>ADMINISTRATION OFFICER (HRM) REF NO: 070826/03</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Potchefstroom
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Public Management/ Administration/ Human Resources Management or relevant qualification. One (1) to (3) three years relevant experience in Administration or Human Resources. Computer Literacy. PERSAL Certificates. The disclosure of a valid unexpired driver's license. Knowledge and experience in HR processes and legislation. Basic financial management. Knowledge of PFMA and management skills. Problem solving skills and analysis. People and diversity management. Client orientated and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in line with departmental policies. Manage and administer corporate services budget and give budget inputs.
<u>ENQUIRIES</u>	:	Mr. HG Mbele Tel No: (018) 294 9300
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.
<u>POST 26/135</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: 070826/04</u> Branch: Water And Sanitation Services Management: FS Cd: Provincial Operations: Free State Sd: Hydrological Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Previous administrative experience will serve as an added advantage. Basic understanding of Batho Pele Principles. Basic knowledge of Microsoft Excel, Word and PowerPoint. Knowledge of clerical functions, practices, as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of working environment. Interpersonal relations. 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>	:	Provide administrative Support to the Directorate: Manage incoming and outgoing documents. Coordinate the logistics of meetings, taking minutes at meetings and distribution of documents/packages to various stakeholders as required. Assist with the collation of monthly reports and presentations as required by the Director. Keep and maintain the asset register of the Directorate. Maintain a leave register for the Directorate. Handle telephone accounts for the Directorate. Hydrological data administration: Update Information on OSIRIS database and N-drive location. Assistance with hydrological data processing: Assist with the capturing and supply of daily readings. Assist with data capturing on HYDSTRA. Provide Financial Administrative Support which will include requesting BAS reports, capturing S&T claims and capturing invoices for the Directorate monthly. Liaise with internal and external stakeholders in relation to the procurement of goods and services. Capture and update expenditure of the Directorate. Check the

correctness of subsistence and travel claims of officials and submit them to the manager for approval. Assist with document logistics between the office of the Director, other Directorates and the office of the Provincial Head. Assist the Director with travelling arrangements. Assist with the administration related to personnel matters, such as the scanning and saving of documents before it is submitted to Human Resources.

ENQUIRIES

: Mr C Lloyd Tel No: (051) 405 9000

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

<u>APPLICATIONS</u>	:	Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: https://ihealth.fshealth.gov.za/e-Recruitment
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	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. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete the application form will lead to disqualification of the application during the selection process. Applications filed by hand on the Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be 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. The Department does not accept applications via fax or post. Failure to upload and 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 appointments. All shortlisted candidates, including SMS shall undertake two pre-assessments. One will be a practical exercise to determine a candidate's suitability based on posts technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 26/136</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1-2 (PNB1) REF NO: MMD/CNP/13/2026 (X1 POST)</u>
<u>SALARY</u>	:	R522 825 per annum
<u>CENTRE</u>	:	Mangaung Metro District
<u>REQUIREMENTS</u>	:	Grade 12 or, equivalent qualification, plus Basic R425 qualification i.e Diploma/Degree in nursing or equivalent qualification allows registration with SANC as a Professional. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing basic nursing qualification with a duration of at least 1 year, accredited with SANC in case of Government Notice No. R212 in the relevant specialty's minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nurse. Skills And Knowledge: Planning and organizing, effective communication skills, coordination skills, collaboration skills, computer literacy skills, time management skills, problem solving skills, numeracy skills, report writing skills, facilitation skills. ability to build and work as a team member.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care. Provision of administration services. Provision of educational services. Usage of equipment and machinery. Research responsibility.
<u>ENQUIRIES</u>	:	Mr. TA Mokoqo Assistant Director: Admin and Support Cell: 067 422 5555
<u>NOTE</u>	:	No payment of any kind is required when apply.

<u>POST 26/137</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: MMD/ASD/12/2026 (X1 POST)</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Mangaung Metro District
<u>REQUIREMENTS</u>	:	A Degree or equivalent tertiary qualification in Financial Management on NQF level 7. A 3 years relevant supervisory experience in Financial Accounting. Knowledge and understanding of the legal framework, inclusive of the PFMA and Treasury Regulations, policy coupled with the applicable norms and standards. Computer literacy, good communication and management skills. skills and knowledge: Attributes: Good interpersonal relations, independent, assertiveness, adaptive, confidentiality, integrity, discipline, accurate, friendly, and trustworthy. Ability to work under pressure. Competencies: Verbal and written communication skills, problem solving skills.
<u>DUTIES</u>	:	Collection and recording of revenue: Cashier, banking service and electronic payments. Debts management and monitoring and reporting on revenue. Expenditure management: Compensation of employees, Goods and services, Transfers and subsidies. Reporting. Supervise employees to ensure an effective financial accounting service. This would, inter alia entail the following: General supervision of employees, allocate duties and quality control of the work delivered by supervisors, Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisors. Ensure that all supervisors 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.
<u>ENQUIRIES</u>	:	Mr. PI Kgaile Deputy Director: Financial Accounting Email: KgailePI@fshealth.gov.za Cell: 0726002476
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

<u>APPLICATIONS</u>	:	should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za .
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. The performance of normal overtime is not mandatory, however it will be based on the operational needs of the hospitals. 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 26/138</u>	:	<u>HEAD OF CLINICAL UNI (INTERNAL MEDICINE) REF NO: REFS/050270 (X1 POST)</u> Re- advertisement
<u>SALARY</u>	:	Grade 1: R2 168 145 per annum, (all inclusive) Grade 2: R2 370 741 per annum, (all inclusive)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Specialist (Master of Medicine in Internal Medicine and Fellowship of the college of South Africa). Minimum of 3 years' experience after registration with HPCSA as a Medical specialist. MBCHB and Current registration with HPCSA as a specialist. Be able to work commuted overtime. Computer literacy and additional experience in management or supervision will be an added advantage.
<u>DUTIES</u>	:	Clinical leadership and Governance in the Internal Medicine department. Co-ordinate all clinical and administration services in the department. Improved patient experience of care. Maintain satisfactory clinical, professional, and ethical standards related to these services. Reduction of waiting time of Operations. Ensure effective and efficient specialist services to contribute to optimal and quality health care in line with the vision, mission, and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors, and medical students. Assist in the implementation of DOH policies and programmes. Full participation in Quality assurance, management of PSI's and complaints.

		Participate in academic activities in the hospital and in the cluster. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime.
<u>ENQUIRIES</u>	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
<u>POST 26/139</u>	:	<u>MEDICAL SPECIALIST (RADIOLOGY) REF NO: REFS/050278 (X1 POST)</u> Re-advertisement
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum, (all inclusive) Grade 2: R1 592 274 per annum, (all inclusive) Grade 3: R1 844 151 per annum, (all inclusive)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Bachelor of Medicine and Bachelor of Surgery plus MMED (Radiology) or FCEM (SA). Registration Certificate with the HPCSA as a Radiology Specialist. Grade 1: No experience required. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime as per service needs.
<u>DUTIES</u>	:	Ensuring that there is protocol for the management of Radiology Patients and that there is compliance to the protocol and guidelines. Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of medical doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Radiology department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the medical manager. Maintain quality assurance standards and other Departmental policies. Provision of efficient Radiology outpatient services. Reduction of waiting time and backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission, and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors, and medical students. Attend all relevant meetings. Attend appropriate CME activities. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Clinical Governance and Risk Management. Full participation in Quality Assurance Programs, prevention/management of PSI's and complaints.
<u>ENQUIRIES</u>	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
<u>POST 26/140</u>	:	<u>ASSISTANT MANAGER NURSING GENERAL PNA 7 (HAST, STEPDOWN & TB UNIT) REF NO: REFS/050309 (X1 POST)</u> Re-Advertisement
<u>SALARY</u>	:	R720 819 per annum, plus benefits
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Diploma / Degree in Nursing as accredited with the SANC in terms of government Notice R425 that allows the SANC as a Professional Nurse. A minimum of 08 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in

		General Nursing. Must have driver's license. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level (HAST / TB Coordinator or Operational Manager level). Recognisable experience in clinical HAST & TB services. Current registration with SANC. Diploma / Degree in Nursing Management and computer literacy is mandatory. Knowledge of health, Nursing and Public Service legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Effective implementation of the TB recovery plan. Facilitate effective collaboration with all stake holders and district management teams in executing TB activities. Implementation of HAST strategy, plan in line with the 95,95;95 TB and HIV strategy. Be able to facilitate the implementation of 1.1 Million Retention to Care and End TB project. Implementation of the TB strategy interventions whilst monitoring the acceleration of TB treatment initiation for adults and children. Monitoring and analysis of the 95x95x95 TB program cascade. Collaborate and facilitate the development of the District TB program and Business plan. Effective monitoring of Budget allocation to ensure that resources are adequately implemented at all levels. Improving access of T B, DR-TB and HIV program. Support and monitor quality screening and finding missing cases. To monitor TB treatment completion rate, death and LTFU, Implementation of TB/HIV integrated Health Information System. Liaise with Local Government, different levels of health, community structures to improve service delivery. Conducting quarterly reviews for performance monitoring in the province. Take part in the Gauteng Province Turnaround Strategy, Primary Health care engineering. Display High level of organizational, initiative, and problem-solving skills. Coordinate and facilitate effective, efficient, and sustainable financial planning and control of conditional for TB/HIV/STI integration. Participate in realization of the Hospital Operational Plan. Monitor performance using Performance Management and Development System. Ensure implementation and promotion of QA programs (complaint and patient safety management), infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards and Ideal Hospital Realization and Maintenance Framework. Ensure availability of monthly, quarterly, annual performance reports and operational plans. Participate in after hours, night supervision shifts and weekends as delegated implement relevant recommendations.
<u>ENQUIRIES</u>	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
<u>POST 26/141</u>	:	<u>OPERATIONAL MANAGER SPECIALTY OPERATING THEATRE/CSSD</u> <u>REF NO: REFS/050400 (X1 POST)</u>
<u>SALARY</u>	:	R720 819 per annum, plus benefits
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing as a Professional / Registered Nurse accredited with the SANC in terms of Government Notice 425 or equivalent Post basic qualification with the duration of at least 1 year Diploma in Medical& Surgical Operating Theatre /Perioperative Nursing Science in accordance with R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification Medical& Surgical Operating Theatre /Perioperative Nursing Science. Diploma/Degree in Nursing Management will be an added advantage and computer literacy mandatory. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Provide effective overall supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Co-ordination of optimal, holistically specialised nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Effective monitoring and management of absenteeism-Coordination of the provision of effective training and research. Secure and allocate resources and budget to achieve workplace objectives. Provision of effective support to Nursing Services. Maintaining professional growth/ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Ensure implementation and promotion of Quality Assurance

programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National Core Standards & Ideal Hospital Realization and Maintenance Framework. Responsible for the implementation of disciplinary measures Participate in after hours and night supervision shifts as delegated. Implement relevant recommendations and priorities of the National Strategic Plan for Nurse education, training and Practice. Participate in realisation of the Hospital Operational Plan. Assist in ensuring that monthly, quarterly, annual performance reports and operational plans are available Monitor performance using Management and Development System. Participate in after hours, night supervision, shifts and weekends as delegated and implement relevant recommendations.

ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516

POST 26/142 : **CLINICAL PROGRAM COORDINATOR (HUMAN RESOURCE OHS) REF NO: REFS/050281 (X1 POST)**
Re-Advertisement

SALARY : Grade 1: R571 161 per annum
CENTRE : Leratong Hospital
REQUIREMENTS : Grade 12 or equivalent/NQF level/. A R425 qualification (i.e., diploma / degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. Current registration with SANC. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, of which 3 years must be relevant experience in Occupational Health and Safety environment. A post basic nursing qualification with duration of at least 1 year accredited by SANC in Occupational Health Safety. Current SANC registration. Basic computer literacy and driver's license are mandatory. Knowledge of Occupational Health AND safety Act 85 of 1993, COIDA Act 130 of 1993 including other related legal framework and PRAAD. Knowledge and application of policies governing the Public Service including Quality Assurance, PILIR, PRAAD and EHWP Strategic Framework. Be able to work independently. Skilled to develop on-going training in OHS principles to all categories of staff good communication, report writing and facilitation skills. Sound organizing, planning, presentation skills. Counselling, decision making, good communication skills.

DUTIES : Implementation of Occupational Health and Safety Act 85 of 1993 and COIDA Act 130 of 1993. Conduct workplace hazard identification and risk assessment (HIRA) in liaison with managers and ensure there are safe operating procedures where necessary. Conduct training to all categories of personnel. Perform medical surveillance. Maintain all appropriate records and documents relevant to OHS. Participate in Institutions' and Province's determined Committees, Task Teams, and Forum for service improvement. Facilitate, implementation of National, Provincial legislation regarding OHS protocols and monitoring thereof. Develop and monitor the implementation of education and training programs in field. Active participation in Employees wellness program. Assist with waste management. Management of (IOD) injury on duty. Active participation in PILIR committee development and maintenance of OHS structure according to legal requirements. Working closely with IPC and EAP coordinators.

ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516

DEPARTMENT OF ROADS AND TRANSPORT

In line with the Department's employment Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females

APPLICATIONS : candidates. To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>

CLOSING DATE : 07 August 2026

NOTE : For general enquiries please contact Human Resource on 011 355-7082/7043. Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV)

must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website 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

<u>POST 26/143</u>	:	<u>DEPUTY DIRECTOR: FRAUD, CORRUPTION AND INTEGRITY MANAGEMENT REF NO: REFS/050481</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6)/Degree (NQF level 7) in Forensic Investigation/ Risk Management/ Internal Auditing / Forensic Auditing. 3-5 years' experience at Assistant Director level (Junior Management) within Fraud and Anti-Corruption and Investigation environment. Knowledge and Skills: GPG and GPDRT policies and procedures, Knowledge and understanding of relevant legislation and Public Service Regulations. Knowledge of Fraud and corruption environment, Written and verbal communication (at an executive management level) and Ability to communicate at all levels and across all sectors using various medium (e.g. presentation). Analytical and problem-solving skills, Report writing, Policy and strategic planning and Problem solving and analysis.
<u>DUTIES</u>	:	Investigate all fraud and corruption. Investigate all allegations of fraud and corruption received from internal and external persons. Conduct statement taking, evidence collection and draft preliminary investigative reports. Prevent fraud and corruption within the Department. Conduct research on latest fraud and corruption legislation and develop educational programs. Develop and implement fraud prevention and anti-corruption strategies and programmes. Conduct fraud risk assessment. Detect fraud and corruption. Detect suspicious/hidden patterns and abnormal behaviour across data types. Manage the preparation of detection reports and closure. Create an ethical environment and improve good governance. Liaise with both internal and external stakeholders and draft an annual schedule of awareness sessions. Develop, implement and review anti- corruption and integrity management policies, strategies and procedures of the unit. Develop strategic framework on anti-corruption and integrity management fraud prevention plan. Manage integrity management measures and promote ethical conduct in the department. Ensure SMS members and other categories of designated employees submit Financial Disclosures in line with the Financial Disclosure Framework. Manage the development of fraud and ethics risk register for the Department. Ensure submission of fraud risk action plan progress reports by business. Manage Resources (human, equipment/asset etc.). Manage grievances according to prescribed procedures.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011)355 -7521 / Ms. P. Mabasa Tel No: (011) 355 7175

<u>POST 26/144</u>	:	<u>ASSISTANT DIRECTOR: CASE MANAGEMENT REF NO: REFS/050487</u> (Re-advert, people who applied previously are encouraged to re-apply).
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF level 6/7) in Labour Relations/ Human Resource Management/ Law as recognised by the South African Qualifications Authority (SAQA). Minimum of 3 – 5 years of experience in Labour Relations, collective bargaining, legal environment and/or case management, of which 2 years must be at a supervisory level. Knowledge and skills: GPG and GPDRT policies and procedures, and relevant legislation and Public Service Regulations, people management and empowerment and problem-solving analysis.
<u>DUTIES</u>	:	Manage and maintain a case management system. Acknowledge and register all cases in the Department. Analyse reports received and charge employees to determine grounds of misconduct. Ensure investigations are conducted and liaise with Labour Unions' representatives and make recommendations. Facilitate dispute resolution. Attend the conciliation and arbitration proceedings on all set down disputes. Coordinate and facilitate disciplinary processes. Facilitate the acknowledgement and receipt of arbitration awards. Coordinate and facilitate disciplinary processes. Attend to all formal disciplinary hearings and progressive discipline within the Department. Promote fair and sound Labour relations practices in the Department. Provide advisory role on all labour relations matters and challenges. Development of labour relations. Development of Labour relations policies, manuals and guidelines.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa Tel No: (011) 355 7175
<u>POST 26/145</u>	:	<u>ASSISTANT DIRECTOR: HEALTH AND WELLNESS REF NO: REFS/050352</u> Branch: Corporate Services (Re-advert)
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefit)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Human Science / Social Science (Social Work) / Counselling Psychology. Registration with the Health Professions Council of South Africa or South Africa African Council for Social Services Professions. 3-5 experience within Employee Health and Wellness Environment of which 2 years must be at a supervisory level. Knowledge and Skills: Project management methodologies Business performance management Community relations & Stakeholder relationship management. Analytical thinking Research, Computer utilization, Policy formulation Conflict management, financial management, Adaptability during changes to meet the goals Strategic management Change/diversity management. Knowledge of GPG and DPSA 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.
<u>DUTIES</u>	:	Develop and promote disease and chronic illnesses management programmes. Manage and promote mental health and psychosomatic illnesses. Manage injury on duty and incapacity due to ill health. Develop and implement policies, procedures, guidelines and promote occupational health education. Manage resources (Human / equipment / Assets). Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health. Measure the impact of programmes that reduce the psychosocial and physical demands of the workplace that trigger stress. Develop and implement strategies to reduce stigma and discrimination against people living with mental diseases as well as the promotion of human rights and wellness. Provide and promote utilization of counselling and support services. Develop cost effective health care programmes to quantify Return on investment ROI. Develop Departmental Health and Productivity Management Policy and flexible policies that address work-life balance. Coordinate the implementation of wellness programmes, projects and interventions. Manage staff Plan, organize and control activities pertaining to the functions of the

ENQUIRIES

programme Provide technical advice to management Evaluate and monitor
performance of employees to ensure achievement of strategic goals.
: Ms. A. Mkhombo Tel No: (011) 355 7521 / Ms. P. Mabasa Tel No: (011) 355
7175

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

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

<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 email: Niemeyer.Intern@kznhealth.gov.za
<u>CLOSING DATE</u>	:	14 August 2026
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, 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 reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

OTHER POST

<u>POST 26/146</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: NMH/THRT/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 – R581 931 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, medical aid (optional), Housing Allowance (Employees must meet the prescribed requirements) Grade 2: R607 350 – R752 913 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorial Hospital Grade 1: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. Grade 2: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a speciality after obtaining one year post basic qualification in the relevant speciality. Senior Certificate or equivalent qualification. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2026 SANC receipt) a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge,

Skills, Experience and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decision. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, procedures, prescripts and legislation.

- DUTIES** :
- Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Ensure safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage/ co-ordinate the smooth functioning of the instrument room.
- ENQUIRIES** :
- NOTE** :
- Mrs GN Nkosi Tel No: (034) 331 3011
 - NB: Equity Target: Male African.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** :
- Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs
 - Direct your application quoting the reference number of the post you are applying for;
 - Head Office Posts:** Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to Director: Human Resource Management Department of Public Works & Infrastructure, Private Bag X9142, Pietermaritzburg, 3200. For attention: Mrs. ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg.
 - Southern Region Posts:** Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works, Southern Regional Office, Private Bag X9153 Pietermaritzburg, 3200. For the attention of Ms P Singh, or alternatively it can be Hand Delivered to: 10 Prince Alfred Street, Pietermaritzburg.
 - Ethekeini Region Posts:** Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X54336, Durban, 4000. For attention: Ms NT Phewa or alternatively hand delivered to 455A Jan Smuts Highway, Mayville, Durban.
 - North Coast Region Posts** Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public Works & Infrastructure, Private Bag X42, Ulundi, 3838. For attention: Mr S Zulu, Alternatively, Applications can be delivered to King Dinuzulu Highway, LA Administrative Building, Ulundi.
 - Midlands Region Posts:** Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Regional Director, Department of Public works, and Private Bag X9963, Ladysmith, 3370. For attention: Ms N Mabizela, Alternatively, Applications can be delivered to 40 Shepstone Road, Umkhamba Gardens Ladysmith, 3370.
- CLOSING DATE** :
- 07 August 2026

NOTE

: Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013. Please note that employment verifications shall be undertaken for all experience which has been recognized for shortlisting purposes, experience in the public service will need to be supported with a signed job description and PERSAL service record history and experience from the private sector needs to be supported by a certificate of service confirming the name of company, position held, periods of employment and duties performed. Experience that cannot be verified will result in the applicant being disqualified. 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 26/147</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/NCR2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE REQUIREMENTS</u>	:	North Coast Region (Ulundi)
	:	Grade 12 plus a relevant tertiary qualification at NQF level 7. A minimum of 3 years' related supply chain management experience at a junior management level (ASD). Computer packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.
<u>DUTIES</u>	:	Manage and co-ordinate pre-bid and adjudication services. Manage and co-ordinate procurement and post-bid services. Manage Provisioning Services and demand management services. Manage logistics services. Manage the implementation of policies. Manage the resources of the component.
<u>ENQUIRIES</u>	:	Mr ZE Mahaye Tel No: (035) 874 3348

<u>POST 26/148</u>	:	<u>DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF NO: DD/PM/MR2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package) to be structured in accordance with the rules for Middle Management Services [MMS]
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	Grade 12 plus a relevant tertiary qualification at NQF level 6 in the built environment or related field. A minimum of 3 years' related built environment experience. Computer literacy (Word processing, Spreadsheet, Presentation and Outlook). A valid Driver's licence.
<u>DUTIES</u>	:	Manage the implementation of Programmes within the Region. Manage and monitor programme expenditure and the preparation of financial progress reports. Facilitate effective stakeholder and WIMS management. Deliver policies and strategies aimed at improving service delivery. Manage the resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr S Davids Tel No: (036) 638 8000
<u>POST 26/149</u>	:	<u>ENGINEER (PRODUCTION) GRADE A</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Head Office (Pietermaritzburg)
	:	(Electrical/ Mech) Ref No: HO/ENG/E/2026 (X1 Post)
	:	(Civil/Structural) Ref No: HO/ENG/CS/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree, 3 years post-qualification engineering experience, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Undertake human capital development. Undertake administration and budget planning in respect of projects. Undertake related research and development.
<u>ENQUIRIES</u>	:	Mr TL Mchunu Tel No: (033) 260 3714
<u>POST 26/150</u>	:	<u>CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: CPM/MR-2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	An appropriate National Higher Diploma with a minimum of 4 years and six months certified experience Or a B. Tech with a minimum of 4 years certified managerial experience Or an Honours Degree with a minimum of 3 years' experience. All qualifications must be in the Built Environment field. A valid driver's licence and compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of construction projects. Undertake project accounting and financial management. Undertake office administration related to projects. Undertake research and development in respect of construction projects.
<u>ENQUIRIES</u>	:	Mr. S Davids Tel No: (036) 638 8071
<u>NOTE</u>	:	NB: Provision exists for salary packages to be reviewed for production positions, based on an additional notch for every two years post registration previous and relevant experience as per the provisions of the OSD.
<u>POST 26/151</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION) GRADE A REF NO: QS/ETH/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Ethekwini Regional Office (Durban)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Quantity Surveying, 3 years post-qualification Quantity Surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.
<u>DUTIES</u>	:	Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.
<u>ENQUIRIES</u>	:	Mr. S Kunene at 083 3815806
<u>POST 26/152</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION) GRADE A REF NO: NCR/QS/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (all-inclusive salary package)

<u>CENTRE</u>	:	North Coast Region (Ulundi)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Quantity Surveying, 3 years post-qualification Quantity Surveying experience, compulsory registration with SACQSP as a Professional Quantity Surveyor and a valid driver's licence.
<u>DUTIES</u>	:	Perform quantity surveying activities on construction projects. Undertake human capital development. Undertake office administration and budget planning. Undertake research and development.
<u>ENQUIRIES</u>	:	Mr ZE Mahaye Tel No: (035) 874 3348
<u>POST 26/153</u>	:	<u>ASSISTANT DIRECTOR: YOUTH WOMEN & PEOPLE WITH DISABILITY</u> <u>REF NO: HO/ADYWPWD/072026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate and recognized NQF level 6 qualification in Development Studies / Public Management / Administration / Community Development qualification plus 3 years relevant experience at a supervisory level in empowerment environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Implement Youth Development Programmes. Facilitate Women Empowerment Programmes. Administer the implementation of empowerment Programmes for People with Disability. Provide administrative support services. Provide advice and guidance and input to policy.
<u>ENQUIRIES</u>	:	Ms D Mncube Tel No: (033) 355 5603
<u>POST 26/154</u>	:	<u>INTERNAL CONTROL OFFICER REF NO: HO/AOCPS/062026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	NQF level 6 in Accounting/ Auditing/ Internal Auditing plus minimum of one year experience in Accounting/ Auditing/ Internal Auditing/ Internal Control field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Facilitate and perform audit related queries/ recommendations. Facilitate and perform the verification of processed transactions to ensure that accuracy and completeness of financial and SCM transactions. Ensure compliance monitoring to relevant legislation, regulation, departmental policies procedures and processes. Co-ordinate and conduct all investigations of irregular and expenditure losses and fraud. Provide inputs on the development and review of departmental internal control policies, frameworks, and procedure manuals.
<u>ENQUIRIES</u>	:	Ms R Gunpath Tel No: (033) 355 4002
<u>POST 26/155</u>	:	<u>ADMINISTRATIVE OFFICE: ACQUISITION REF NO: AO/ZSD/ACQ/26</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Zululand Sub-District Office (Nongoma)
<u>REQUIREMENTS</u>	:	Grade12 certificate or equivalent. A minimum of 3 years' relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's licence.
<u>DUTIES</u>	:	Monitor pre-bid services. Administer post-bid services. Render adjudication service. Render procurement of goods and services. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms WP Khathini Tel No: (035) 831 7300
<u>POST 26/156</u>	:	<u>ADMINISTRATIVE OFFICER: TAX AND BANKING REF NO: HO/AOTAX/072026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience in Finance environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Ensure that records and IRP5 certificates accurately maintained. Tax reconciliation (Bi-annual and Annual). Monitor the Departmental bank account including the clearance of banking related suspense accounts. Keep and issue Petty cash.

<u>ENQUIRIES</u>	:	Mr SO Nsibande Tel No: (033) 355 3772
<u>POST 26/157</u>	:	<u>PERSONAL ASSISTANT</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Head Office: Pietermaritzburg and Durban for the Ethekwini post:
	:	Head of Department (HOD) Ref No: HO/PAHOD/072026 (X1 Post)
	:	Supply Chain Management (SCM) Ref No: HO/PASCM/072026 (X1 Post)
	:	Infrastructure Maintenance and Technical Support (IMTS) Ref No: HO/PAIMTS/072026 (X1 Post)
	:	Regional Director: Ethekwini Ref No: H/MAN/HG/ER/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 plus Secretarial Diploma or equivalent qualification. A minimum of three (3) experience in rendering a support service to senior management. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	Provides a secretarial support service. Renders administrative support services. Provides support regarding meetings. Supports with the administration of the budget for the office. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Dr V Govender (Head of Department Tel No: (033) 355 5560 Dr M Mbili (Supply Chain Management Tel No: (033) 355 5495 Ms NQ Gcaba (IMTS) Tel No: (033) 260 3722 Mr DS Naicker at 083 456 9511
<u>NOTE</u>	:	NB: Candidates may be subjected to a computer assessment to determine computer literacy.
<u>POST 26/158</u>	:	<u>COMMUNICATION OFFICER REF NO: HO/COMM/072026 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Head Office: Pietermaritzburg Grade 12 plus appropriate NQF level 6 in Communication / Public Relations plus a minimum of 1 year experience in relevant field. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Provide a departmental public relations service. Provide a departmental media liaison service. Provide support in the production of publications. Provide administrative duties and communication related support for the component.
<u>ENQUIRIES</u>	:	Mr M Khumalo Tel No: (033) 355 5495
<u>POST 26/159</u>	:	<u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROCUREMENT SERVICES REF NO: HO/AOCPS/072026</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Head Office: Pietermaritzburg A Grade 12 or equivalent plus 3 years' relevant experience in Supply Chain Management environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Co-ordinate and facilitate secretarial support to the Bid Adjudication Committee (BAC). Ensure secretarial support to the Bid Specification and Bid Evaluation Committees (BEC). Co-ordinate secretarial support to the SCM Forum meeting. Compile a comprehensive database of all submissions to and from the committees. Provide inputs on the development and review of departmental construction SCM policies, frameworks, and procedure manuals.
<u>ENQUIRIES</u>	:	Ms A Sewmohan Tel No: (033) 355 5455
<u>POST 26/160</u>	:	<u>ADMINISTRATIVE OFFICER: ACQUISITION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Harry Gwala (Ixopo) Ref No: AO/ACQ/HG/SR26
	:	Umgungundlovu (Pietermaritzburg) Ref No: AO/ACQ/UMG/SR26
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.

<u>DUTIES</u>	:	Administer pre-bid processes. Administer post-bid processes. Render adjudication services. Render procurement of goods and services. Supervise staff.
<u>ENQUIRIES</u>	:	Mr TW Nkomo (Harry Gwala) Tel No: (039) 834 0700 Mrs C Buthelezi (uMgungundlovu) Tel No: (033) 3557100
<u>POST 26/161</u>	:	<u>ADMINISTRATIVE OFFICER: POST BID: SUPPLY CHAIN MANAGEMENT REF NO: AO/POST BID/SR26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Southern Regional Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Provide contract administration services. Provide post-bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise staff.
<u>ENQUIRES</u>	:	Ms MP Kunene Tel No: (033) 8971402
<u>POST 26/162</u>	:	<u>HUMAN RESOURCE SUPERVISOR (EMPLOYEE BENEFITS) REF NO: HRS/EB/SRO/26</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Southern Regional Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 years' relevant experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Administer salary adjustments. Administer pension matters. Administer transfers, translations, secondments and service terminations. Supervise staff.
<u>ENQUIRIES</u>	:	Mr SL Luthuli Tel No: (033) 8971418
<u>POST 26/163</u>	:	<u>ADMINISTRATION OFFICER: LOGISTICS REF NO: AO/LOG/ETH/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Ethekwini (Durban)
<u>REQUIREMENTS</u>	:	Grade 12 plus 3 years National Diploma / Degree, 1 year experience. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid driver's licence.
<u>DUTIES</u>	:	Fleet Management (Technical). Fleet Management (Administration). Supervision of Subsidized and Private on official vehicles. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. N Miya at 063 6876593
<u>POST 26/164</u>	:	<u>ADMINISTRATIVE OFFICER: POST BID REF NO: AO/PB/MR-2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Midlands Region (Ladysmith)
<u>REQUIREMENTS</u>	:	A Grade 12 plus a relevant Degree or National Diploma. A minimum of one (1) years' relevant work experience. Computer literacy in the office software packages namely Word, Excel, PowerPoint and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Provide Contract Administration Services. Provide post Bid services to the Region. Monitor and control the extension of validity periods and the signing administration. Exercise control over supplier, contractor and consultant payments. Supervise Human Resources/Staff.
<u>ENQUIRIES</u>	:	Ms. GB Mthethwa Tel No: (036) 638 8177
<u>POST 26/165</u>	:	<u>HUMAN RESOURCE SUPERVISOR REF NO: HRS/ZDO/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Zululand District Office (Ulundi)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A minimum of 3 years' relevant experience. Computer literacy (Ms Word, PowerPoint, Excel and e-mail). A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. Monitor Human Resource

		personnel records. Co-ordinate and implement EPMDS matters in the district. Co-ordinate the HRD matters. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mr NM Zungu Tel No: (035) 879 8300
<u>POST 26/166</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR3/MR4/MR5 REF NO: LAO/LS/032024 (X1 POST)</u>
<u>SALARY</u>	:	MR3: R337 563 - R385 965 per annum MR4: R403 929 - R461 838 per annum MR5: R483 219 - R685 812 per annum Dependant on number of years of post qualification relevant experience [as per the provisions contained within the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel in the Public Service]
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg A Grade 12 plus an appropriate Bachelor of Laws (LLB) degree or equivalent qualification. MR3: At least 2 years' appropriate post-qualification legal experience and MR4: At least 5 years' appropriate post-qualification legal experience and MR5: At least 8 years' appropriate post-qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy in Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence.
<u>DUTIES</u>	:	Interpret, draft and edit a wide variety of legal documents such as a contract, guarantees etc. in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well – researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department. Assist with the development of Departmental policies.
<u>ENQUIRIES</u>	:	Ms A Khan Tel No: (033) 355 5666
<u>POST 26/167</u>	:	<u>WORKS INSPECTOR</u>
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Structural: Harry Gwala – Ixopo Ref No: WI/STRUCT/HG/SR26 Mechanical: Umgungundlovu -PMB Ref No: WI/MECH/UMG/SR26
<u>REQUIREMENTS</u>	:	An accredited National Diploma (Technical / N / S streams) or equivalent qualification; or N3 Certificate plus a passed Trade Test in the built environment; or Registration as an Engineering Technician.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. Analyse and compile relevant documentation for work to be undertaken on minor new and existing structures. Oversee the work of contractors. Gather and submit information related to the Extended Public Works Programme (EPWP).
<u>ENQUIRES</u>	:	Mr TW Nkomo (Harry Gwala posts) Tel No: (039) 834 0700 Mrs C Buthelezi (uMgungundlovu posts) Tel No: (033) 355 7100
<u>POST 26/168</u>	:	<u>WORKS INSPECTOR ELECTRICAL (BUILDING MANAGER: HEAD OFFICE- 191 PRINCE ALFRED STREET - PMB) REF NO: WI/ELEC/UMG/SR26</u>
<u>SALARY</u>	:	R280 276 per annum (Level 06)
<u>CENTRE</u>	:	Umgungundlovu -Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programs. A valid driver's license.
<u>DUTIES</u>	:	Render basic inspection service of work done on miner new existing structure on the project basis. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended Public Works Programme. (EPWP)
<u>ENQUIRIES</u>	:	Mrs C Buthelezi Tel No: (033) 355 7100

<u>POST 26/169</u>	:	<u>WORKS INSPECTOR ELECTRICAL (BUILDING MANAGER: LA BUILDING - ULUNDI) REF NO: WIS/NCR/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 276 per annum (Level 06) Zululand Sub-District (Ulundi) Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent or N3 and pass trade test in the building environment, or Registration as an Engineering technician, computer literacy in the following software packages, namely (Word Processing, Spreadsheet, Presentation and E-mail Software Programs. A valid driver's license.
<u>DUTIES</u>	:	Render basic inspection service of work done on minor new existing structure on the project basis. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the Extended Public Works Programme. (EPWP).
<u>ENQUIRIES</u>	:	Mr NM Zungu Tel No: (035) 879 8300
<u>POST 26/170</u>	:	<u>ARTISAN</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) Harry Gwala District Office, Ixopo Electrical Ref No: ARTISAN/ELECTRICAL/HG/SR26 (X1 Post) Painter Ref No: ARTISAN/PAINTER/HG/SR26 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate trade test. A valid Driver's Licence (Minimum Code B – Manual transmission). Computer Literacy.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and supervise and mentor staff. Maintain expertise and ensure Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRES</u>	:	Mr TW Nkomo Tel No: (039) 834 0700
<u>POST 26/171</u>	:	<u>ARTISAN: ELECTRICAL (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) Uthukela District Office (Ladysmith) Ref No: ART/UTHUK-2026 Amajuba District Office (Newcastle) Ref No: ART/AMAJ-2026
<u>REQUIREMENTS</u>	:	An appropriate trade test certificate. A Valid driver's licence (Code B-Manual transmission).
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Carry out Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and supervise and mentor staff. Maintain expertise and ensure Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr TI Letompa: Harry uThukela District Office Tel No: (036) 6382900 Mr. PN Zulu: Amajuba District Office Tel No: (036) 638 8000
<u>POST 26/172</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Head Office: Pietermaritzburg Administration Clerk: Office Of HOD Ref No: HO/ACHOD/072026 (X1 Post) Administration Clerk: ICT Ref No: HO/ACICT/072026 (X1 Post)

		Administration Clerk: SCM Ref No: HO/ACSCM/072026 (X3 Posts)
		Administration Clerk: Building Ref No: HO/ACBM/072026 (X1 Post)
		Accounting Clerk: Bookkeeping Ref No: HO/ACBK/072026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus proven computer literacy (Ms Word, Excel, PowerPoint and Outlook). Preference may be given to candidates who are proven to be computer literate and who's qualifications /or subjects are relevant to the post. 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.
<u>DUTIES</u>	:	Render general clerical support services. Provide clerical support services within the respective components. Administer correspondence for the component.
<u>ENQUIRES</u>	:	Mr T Mgenge: Office of HOD Tel No: (033) 355 5694 Ms. N Zondi: ICT Tel No: (033) 260 3785 Ms. N Zulu: SCM Tel No: (033) 355 5563 Ms. G Khuzwayo: Building Tel No: (033) 260 4216 Mr. SO Nsibande: Finance Tel No: (033) 355 3772
<u>POST 26/173</u>	:	<u>DRIVER: EXECUTIVE SUPPORT (OFFICE OF THE HOD) REF NO: HO/DR/ES/072026</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent. A valid driver's licence and 7 to 12 months relevant experience.
<u>DUTIES</u>	:	Core driver functions. Secondary functions that can be performed. Preparing accident and incident reports as necessary. Keep the assigned vehicle(s) inside and outside.
<u>ENQUIRES</u>	:	Ms T Mgenge Tel No: (033) 355 5694
<u>POST 26/174</u>	:	<u>HANDMAN REF NO: H/MAN/HG/SR/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Harry Gwala District Office, Ixopo
<u>REQUIREMENTS</u>	:	ABET Level 4 qualification or equivalent; 0–6 months relevant experience. Computer Literacy.
<u>DUTIES</u>	:	Assist in the maintenance of offices, official buildings, and related services. Perform general labour and support services. Provide operational support on site. Maintain office equipment and furniture.
<u>ENQUIRES</u>	:	Mr TW Nkomo Tel No: (039) 834 0700
<u>NOTE</u>	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

<u>APPLICATIONS</u>	:	Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Post To: Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or Hand Deliver to: MetLife Towers, (Post Office Building), T Floor (Registry Office), Post Office Building, Kimberley or Email applications to: HRA@ncdedat.gov.za
<u>FOR ATTENTION</u>	:	Ms. M. Musa
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at https://www.dpsa.gov.za/ , and a detailed Curriculum Vitae CV; contactable referees (telephone numbers and email addresses must be indicated). Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 26/175 : **DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION REF NO: NCDEDAT/2026/05 (X1 POST)**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a tertiary NQF level 7 Degree in Human Resource Management. A minimum of 3-4 years' relevant experience at Assistant Director level within a Human Resource Management environment. Valid Driver's license. Knowledge & Skills: Knowledge and understanding of Human Resource Management environment. Knowledge of the PERSAL System (Added advantage: PERSAL controller), Knowledge of policies/ implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Leadership Skills. Planning and organising skills. Problem-solving skills. Policy Development Skills. Presentation Skills. Interpretation skills. Interpersonal skills. Conflict Management skills. Analytical thinking. Communication skills (verbal/written). Computer skills. Research skills. Project management skills.

DUTIES : Managing service benefits within the Department: Manage the application and implementation of all service benefits (GEPF, GEHS, PILIR, etc.). Manage coordination of employee service terminations (retirements, resignations, etc.). Ensure the accurate implementation of leave on PERSAL, leave audits of employees and payment of leave gratuities and provision of advice and support regarding leave management. Manage exit interviews. Managing Recruitment and Selection services within the department: Manage the recruitment, selection and appointment of employees whilst ensuring compliance with employment laws and regulations during the recruitment and Selection process (advert, interviews and appointments). Manage and monitor the departmental vacancy rate. Ensure proper administration of appointments, promotions etc. Ensure accurate capturing of personnel information on PERSAL. Management of HR records: Ensure proper human resource record keeping. Ensure an updated filing system. Implement filing control measures. Provide support during Audits. Coordinate submission of HR records reports. Provide operational leadership in management, coordination, monitoring and evaluation of human resources and activities within the HRA & P unit: Management of human resources including Discipline management. Training and Development, PMDS, EHW management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities. General management in terms of: Budget monitoring. Input, preparation, implementation, monitoring and reporting on Strategic/ Annual Performance/ Operational and HR Plan of the unit. Management of governance structures and systems e.g. PERSAL. Utilisation and care of assets within the unit. Determine specifications for procurement of goods and services. Provision of accurate human resource information, i.e. vacancy rate, turnover rate, etc., for reporting purposes, e.g. HR Plan, HRPIR, EE Report, MANCO Presentations. Attend strategic sessions. Provide input towards the Risk register of the sub-directorate. Attending quarterly forums on HR-related matters which impact audit outcomes. Presenting to and attending internal forums e.g. Staff information sessions, Planning Forum, EMC, Strategic sessions etc. to create awareness and educate on correct application and implementation procedures relating to HR matters to minimise risks associated with audit queries and findings

ENQUIRIES : Ms. MR Musa Tel No: (053) 839 4076

POST 26/176 : **DEPUTY DIRECTOR REF NO: NCDEDAT/2026/06 (X1 POST)**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive TCE package)
CENTRE : Kimberley Office
REQUIREMENTS : Applicants must be in possession of a tertiary NQF level 7 Degree in Communication/ Journalism. A minimum of 3-4 years' experience at Assistant Director level within a communications environment. A valid driver's license. Knowledge & Skills: Knowledge of government communication frameworks. Understanding of the Public Service Act and Public Service Regulations. Familiarity with the Government Communication and Information System (GCIS) prescribed standards. Expertise in integrated communication planning and stakeholder engagement models Grasp of risk- and crisis-communication

DUTIES

protocols in a public-sector context. Communication Skills. Interpersonal skills. Team leadership. Computer literacy. Graphic Design. Professional writing and editing skills. Strategic and Planning skills. Basic Project Management.

: Manage the development and implementation of the communication strategy in terms of both internal and external departmental communication: Develop and maintain an internal and external communication policies and strategies aligned with Departmental goals. Manage the development (including layout, design) and distribution of a regular employee newsletter featuring project updates, success stories, and upcoming events. Manage and update the departmental intranet or collaboration platform with news, policy changes, and resource libraries. Quality-assure leadership messages, memos, and all-staff emails before publishing. Provide communication toolkits and templates for officials to ensure consistent application/ adherence to Corporate Image standards of the department. Produce and distribute press materials, including press releases, media advisories, and executive statements to announce news, product launches, and corporate milestones. Manage corporate content which promotes the departmental public image on social-media channels; schedule regular posts, monitor engagement, and update messaging for consistency and timeliness. Maintain relationships with journalists, analysts, influencers, and industry partners; maintain segmented media and influencer databases for targeted outreach. Provide input to and implement proactive and reactive crisis-communication strategies and protocols; assisting in drafting of holding statements, manage rapid response workflows, and liaise with legal and leadership to protect reputation. Provide content management and media liaising support services: Develop and maintain an integrated content calendar covering digital, social, print, and multimedia channels. Edit and publish articles, blog posts, videos, infographics, and podcasts, ensuring alignment with brand voice and objectives. Review and distribute press releases, media advisories, talking points, and backgrounders to announce news, events, and milestones. Coordinate interviews, press conferences, and media visits; brief spokespeople and provide necessary materials. Respond promptly to media inquiries, fact-check requests, and interview arrangements; serve as the central liaison between journalists and internal subject-matter experts. Maintain diplomatic content and media interactions, comply with legal, regulatory, and brand guidelines and secure necessary approvals before publication. Implement a rapid-response protocol for crisis situations, ensuring timely content updates and press handling to protect reputation. Provide public liaison and events management services: Develop and maintain a public liaison and events strategy aligned with organisational objectives and community needs. Coordinate distribution of public outreach materials, including newsletters, brochures, social-media posts, and community notices. Liaise with government officials, local authorities, and community leaders to secure permits, endorsements, and participation. Facilitating activities relating to media accreditation, press zones, and interview schedules; prepare spokespeople with talking points and Q&A briefs. Provide post-event follow-up services: distribute thank-you notes, collect feedback via surveys, analyse satisfaction metrics and produce impact/feedback reports. Maintain and refine an events toolkit: templates, checklists, vendor lists, risk-assessment forms, and promotional collateral. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the Communications unit: Management of human resources including Discipline management, Training and Development, PMDS, EHW management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities. General management in terms of: Budget monitoring, Input, preparation, implementation, monitoring and reporting on Strategic/ Annual Performance/ Operational and HR Plan of the unit. Utilisation and care of assets within the unit. Recordkeeping and reporting.

ENQUIRIES

: Mr. TG Ngamole Tel No: (053) 839 4028

POST 26/177

: **LABOUR RELATIONS OFFICER REF NO: NCDEDAT/2026/07 (X1 POST)**

SALARY CENTRE

: R338 106 – R398 277 per annum (Level 07)
: Kimberley Office

REQUIREMENTS

: Applicants must be in possession of a tertiary NQF level 6 qualification in Labour Law/ Labour Relations/HRM or related fields. 1-2 years relevant experience within a Labour Relations field. A valid driver licence will be an added advantage. Skills & Knowledge: In-depth knowledge of Labour

Relations Legislation, Processes of Labour Relations matters, Knowledge of the Public Service Act & regulations, Processes of the CCMA, PSCBC and GPSSBC. Good communication skills, computer literacy, facilitation skills, conflict resolution skills, analytical skills, presentation skills, negotiation skills, organising skills and interpersonal relationship skills.

DUTIES

: Rendering of Labour Relations Advisory Services: Provide advice and guidance on labour relations issues to management and employees, ensuring alignment with legislative frameworks. Conducting relevant research to keep abreast with changes in legislation. Ensure adherence to labour laws, regulations, collective agreements, and internal HR policies, supporting the Department's compliance goals. Act as an advisor to management on proactive strategies to minimise workplace conflicts, ensuring a fair and consistent approach to employee relations. Attend, participate and present at internal and external forums/sessions. Conducting relevant research and interpreting results in order to advise accordingly. Provision of dispute resolution & case management services: Investigate employee grievances, misconduct, and disputes. Represent the department in disciplinary hearings, grievance procedures, and mediation processes. Proactively manage case files and track outcomes. Liaise with unions and other stakeholders on dispute resolution and collective bargaining matters. Compilation of charge sheets. Accompanying and/ or serving documents to stakeholders. To capture, report, track and safeguard information pertaining to Labour/Employee Relations: Establish, maintain and update/ capture information on relevant systems databases. Collection of and coordination/ consolidation of information collected for compliance reporting. Compilation of draft compliance reports and escalating for quality assurance. Record keeping of compliance reports/ dispute resolution bundles and outcomes and consequence management related documents. Compile and distribute agendas relating to Labour relations sessions to members of relevant meetings/ committees/ sessions etc. Compilation of draft minutes of Labour Relations sessions held in line with discussions and decisions. Coordinating meetings and information sharing sessions with internal and external stakeholders ensuring logistical arrangements are in place. Preparing bundles/ case files. Input into policy development/ reviewal. Provide capacity building services within the department: Coordinating meetings and information sharing sessions with internal and external stakeholders which included presenting/ sharing information in terms of Labour Relations processes and procedures. Liaising with HR to ensure training programs align with organisational needs and strategic HR goals.

ENQUIRIES

: Mr. L. Vezi Tel No: (053) 839 4000

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM
It is the Department 's intention to promote Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply.

<u>APPLICATIONS</u>	:	Completed application forms and the Comprehensive CV quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2745. OR E-mail: dedectapplications@nwpg.gov.za
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTES</u>	:	Application must be submitted on a newly subscribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (and unsigned and not dated Z83 form will disqualify an application) and must be accompanied by a recently updated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). Should you be in possession of 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 Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not being contacted within six (6) months after 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, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed and late applications will 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. Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalisation of an appointment into any SMS post. For more details on the pre-entry course visit: 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. Successful applicants will be required to enter into an employment contract and a performance agreement. Disclosure of financial interests is a requirement. NB: Applicants who previously applied for these posts need not re-apply.

MANAGEMENT ECHELON

<u>POST 26/178</u>	:	<u>CHIEF DIRECTOR: ECONOMIC PLANNING REF NO: 01/DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) in the field of Business Economics / Economic Planning or equivalent qualification as recognised by SAQA Postgraduate qualification(s) in the Economics field of study will be an added advantage Extensive experience in the field of economic development, export and investment promotion Knowledge and understanding of the economic development sector, as well as, industry development Experience of conducting economic development research A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors A valid driver's license. Competencies: Financial management Strategic capability and leadership Programme and Project management Change management Knowledge Management Service delivery Innovation Problem

		solving and Analysis People management and Empowerment Client orientation and customer focus Communication Honesty and Integrity Computer literacy.
<u>DUTIES</u>	:	Perform functions as a Chief Economist Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion Facilitate and co-ordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy) Facilitate the support of industries in order to contribute to the acceleration of economic growth rate Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks Develop and implement key economic sectors strategies that influence provincial economy growth and development Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBEE through rural and township economy within the four districts of the Province To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale Manage strategic projects and partnership/ service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements Manage the performance of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
<u>POST 26/179</u>	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: 02/DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) as recognised by SAQA. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector.
<u>DUTIES</u>	:	Oversee the rendering of Human Resource Management & Development Services within the Department. Manage the provision of strategic support and administration services. Oversee the legal support services of the Department. Oversee security compliance and transformation within the Department. Oversee the management of ICT Corporate communication and Knowledge management within the Department. Ensure departmental compliance to the PAIA and POPIA. Monitor Communications Services within the Department. Coordinate strategic planning cycle, strategic and business plans. Collate organizational performance reports quarterly and annually. Manage and provide support services to the entire department. Manage information by ensuring that all information in the department is secure/accessible/reliable and properly recorded. Minimize risk to the department by ensuring that controls for all internal processes are in place. Develop and implement efficient reporting systems to ensure optimal internal decision-making for management. Manage the departmental PMDS for Senior Management Services in line with the Annual Performance Plan and implementation plan as well as annual report.

		Provide financial and personnel leadership and ensure overall management and control of the Chief Directorate Corporate Services.
<u>ENQUIRIES</u>	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
<u>POST 26/180</u>	:	<u>CHIEF DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT SERVICES (IEDS) REF NO: 03/ DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) or equivalent as recognised by SAQA. A higher qualification in Economics / Economic Development / Economic Management and Analysis / Business Entrepreneurship will serve as an added advantage. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Financial management, Strategic Capability and Leadership, Programme and Project management, Change management, Knowledge management, Service delivery innovation, Problem solving and Analysis, People management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity. Computer literacy.
<u>DUTIES</u>	:	Manage the contribution by the Department to the local economic growth and development. Identify regulatory burdens that negatively affect business development. Manage strategic projects and partnership / service delivery level agreements with key stakeholders in the sector and ensure that they are successfully completed within the budgetary timelines and performance requirements. Manage the empowerment of enterprises of the designated groups with the aim of addressing economic disparities. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy. Conduct viability and financial management and market processes to aid decision-making about the type of project support and links to support programmes. Assess the impact on increased coordination and partnership regarding funding of enterprises (SMMs and Cooperatives). Facilitate the alignment of all procurement policies to empower Cooperatives and SMMs at provincial and local levels. Ensure proper implementation of the incubation and skills development programme to sustain small businesses in the province. Manage the implementation of Departmental Risk Management policy. Collaborate with municipalities through their integrated development plans to develop and implement enterprise development programmes towards improved Local Economic Development. Manage the provision of technical support to the Province and municipalities during the implementation of Small Business Portfolio programmes within the districts/municipalities (DDM). Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Chief Directorate in line with the applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.
<u>ENQUIRIES</u>	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
<u>POST 26/181</u>	:	<u>CHIEF DIRECTOR: BUSINESS REGULATORY AND CONSUMER PROTECTION (BUSREG) REF NO: 04/ DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree (NQF Level 7) or equivalent as recognised by SAQA. A higher qualification in Business Administration / Business Management / Management will serve as an added advantage. A minimum of 5 years' relevant experience at a senior management level or equivalent to SMS level from other sectors. Valid driver's license. Competencies: Financial management. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.
<u>DUTIES</u>	:	Oversee an enabling regulatory environment that supports economic growth. Oversee compliance level on liquor licensing. Oversee compliance on business licensing. Oversee the programme adherence to the maintenance of effective and efficient transparent systems of financial management and effective

management of risks. Oversee the contribution by the Business Regulations sector to job creation and regulation of informal businesses. Oversee implementation of economic programmes. Manage and implement consumer protection and regulatory strategies, administration of liquor and business regulation.

<u>ENQUIRIES</u>	:	Mr. R. E. Mofokane Tel No: (018) 388 5823
<u>POST 26/182</u>	:	<u>DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: 05/ DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) in Human Resource Management / Public Administration / Public Management / Industrial Psychology or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Client focussed HR strategist. A thorough understanding of policy formulation and coordination. Proven experience in or through understanding of the Human Capital Management and broader talent management strategies. A good background in turnaround and change management strategies. Experience and insight into legislation that impacts on human resource practices and administration. A valid driver's license. Competencies: A result-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. Knowledge of Government systems (PERSAL).
<u>DUTIES</u>	:	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Co-ordinate and integrate the service delivery programmes of the department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mr. M. J. Matebesi Tel No: (018) 388 1335
<u>POST 26/183</u>	:	<u>DIRECTOR: CONSUMER PROTECTION REF NO: 06/ DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) in the related field as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management and empowerment. Client orientation and customer focus. Communication skills. Honesty and integrity. Computer literacy.
<u>DUTIES</u>	:	Develop, implement and promote measures that ensure the rights and interests of consumers. Render consumer education and service delivery services. Provide for prohibition and control of unfair business practices in the interests and protection of consumers. Investigate consumer complaints. Render consumer affairs court advisory services. Render consumer education and advisory services. Ensure compliance and enforcement of legislation related to commence.
<u>ENQUIRIES</u>	:	Ms. K. C. Taoana Tel No: (018) 388 5959

<u>POST 26/184</u>	:	<u>DIRECTOR: SUPPLY CHAIN AND FLEET MANAGEMENT REF NO: 07/DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF Level 7) in Supply Chain Management / Financial Management / Economics / Auditing or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Knowledge and experience in Supply Chain, Assets and Fleet management. Must be computer literate and must have worked on an enterprise resource planning (ERP) system. A valid driver's license. Competencies: Strategic capability and leadership. Programme and project management. An in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA), Broad-based black empowerment Act, Standards of Generally Recognised accounting Practice and the Public Finance Management Act. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Provide strategic direction, leadership and management regarding Supply Chain, Asset and Fleet Management functions. Develop, manage and execute the key strategic objectives and business plans of the Supply Chain, Asset and Fleet Management. Ensure the necessary organisational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain, Asset and Fleet Management. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management systems.
<u>ENQUIRIES</u>	:	Ms. K. C. Molosiwa Tel No: (018) 388 5922

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 17 August 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 26/185** : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (ELSENBURG) REF NO: AGR 54/2025 R1**

- SALARY** : Grade A: R791 604 - Grade C: R1 189 767 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year Degree: BSc (Hons) or BSc (Agric) in Animal Science; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in Animal Science; Three years post-qualification experience in animal nutrition research; A valid driving licence. Competencies: Working knowledge of the following: Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Presentation skills; Mentoring. Skills in the following: Team leadership; Analytical skills; Communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently; Proven ability to conduct research in animal nutrition.

- DUTIES** : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development. It will be an advantageous to have the following: PhD in Animal Science (Nutrition), Proven proficiency in feed formulation and a record of publications in animal nutrition.

- ENQUIRIES** : Ms M Mulaudzi Tel No: (021) 808 5220

- POST 26/186** : **ASSISTANT DIRECTOR: OFFICE OF THE HOD (ELSENDBURG) REF NO: AGR 29/2026**

- SALARY** : R487 197 - R573 897 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience in the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy

development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Planning, project management, data analytics, research, monitoring and evaluation processes and procedures; Public Service reporting processes; Human capital management and development; Protection of Personal Information Act (POPIA); Skills in the following: Computer literacy; Communication (written and oral); Interpersonal; Data analysis; Project planning; Planning and organising; Presentation/facilitation/coaching & mentoring; Stakeholder management; Report writing.

DUTIES : Render administrative support services: Provide administrative support in respect of the budget; Coordinate the office administration functions- e.g. typing, filing, file tracking system, dealing with correspondence, telephone; Compile itinerary and submit trip approvals; Make subsistence and traveling arrangements and submit all claims (transport, daily allowance and travel allowances); Handle procurement, stores, budget control and give inputs on budget; Analyse the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the applications thereof is understood properly; Communication and liaising: Liaise with various agricultural agents as well as the general public; Assist with the execution of the inter- and intra- governmental function; Liaise with other provincial departments and ministries as well with other government bodies on the three spheres e.g. national departments, provincial governments, ministries and local authorities; Review and direct internal and external correspondence /e-mails / invitations to the relevant stakeholders; Render personal support to the HOD; Managerial functions

ENQUIRIES : Dr Mogale Sebopetsa Tel No: (021) 808 5006

POST 26/187 : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH: BOLAND (KHAYELITSHA) REF NO: AGR 74/2025 R1**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree in Animal Health; A minimum of 1-year appropriate post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in the appropriate field; A valid driving licence (Code EB or higher). Competencies: Communication skills (written and verbal); Good planning and organisational skills; Good interpersonal, analytical, and problem-solving skills; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook); Ability to work independently and as part of a team.

DUTIES : Animal Disease Control; Import and Export Policy Control Perform Epidemiology investigations; Veterinary Public Health; Animal welfare.

ENQUIRIES : Mr. MB Cupido Tel No: (021) 808 5027

POST 26/188 : **ADMINISTRATIVE OFFICER: AGRICULTURAL PARTNERSHIP FOR YOUTH DEVELOPMENT (ELSENBURG) REF NO: AGR 17/2026 R1**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: IPS/LOGIS and BAS; Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; knowledge of working procedures in terms of the working environment; Disciplinary code and procedures; People management; Skills in

		the following: Computer literacy in MS Office Package (Word, Excel, Outlook and PowerPoint) and internet proficiency; Networking and presentation; Communication (written and verbal); Planning and organising; Analytical; Database management; Report writing; Interpersonal skills; Problem solving; Ability to work independently and as part of a team; Proven ability to solve problems innovatively; Work under pressure and meet deadlines.
<u>DUTIES</u>	:	Supervise implementation and administration of the external developmental initiatives "EDI" Programmes: Comprehensive Agricultural Support Programme (CASP); Agricultural Partnership for Youth Development (APFYD); Young Professional Persons Programme (YPP); and Premiers Advancement of Youth (PAY)/ First Working Experience; Coordination agricultural partnership for youth development projects and internship; Administer internships, and the Agricultural Partnership for Youth Development and Internship and bursaries programmes; Perform administrative functions; Promotion of Agriculture as a career path for youth (travel extensively to promote agriculture as a career of choice throughout the Western Cape province, including working after hours and weekends when required); People Management.
<u>ENQUIRIES</u>	:	Mr J Constable Tel No: (021) 808 5044 / Ms I Stander Tel No: (021) 808 5448.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	17 August 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.

OTHER POSTS

<u>POST 26/189</u>	:	<u>ADMINISTRATIVE OFFICER: ARTS AND CULTURE REF NO: CAS 17/2026</u>
<u>SALARY</u>	:	R338 106- R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification), A minimum of 1-year relevant experience. A valid Code B (or higher) driving licence. Competencies: Ability to capture and analyses data; Excellent people skills; Writing and Reporting; Planning and Organising; Following Instructions and Procedures in terms of the working environment. Financial management in line with all financial prescripts; presentation skills; communication skills; knowledge, understanding and technical experience in technology and computer skills.
<u>DUTIES</u>	:	Render administrative support to the cultural facilities; Oversee the maintenance and upgrades at cultural facilities; Provide financial management support to the cultural facilities; Perform supervisory functions.
<u>ENQUIRIES</u>	:	Ms Lindsay Jephtha at Lindsay.Jephtha@westerncape.gov.za .
<u>POST 26/190</u>	:	<u>ADMINISTRATION CLERK: LIBRARY SERVICE (HERMANUS REGION) REF NO: CAS 18/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government.

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computer Library; Clerical Duties; Data capturing; Collecting statistics. Skills in the following: Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide administrative support to the region and affiliated public libraries; Provide asset control support services; provide personnel administration support services within the office; Provide financial administration support services in the regional office.
<u>ENQUIRIES</u>	:	Ms N Maloyi at Naledi.Maloyi@westerncape.gov.za
<u>POST 26/191</u>	:	<u>FINANCE CLERK: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 19/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 – R279 708 per annum (Level 05) Department of Cultural Affairs and Sport, Western Cape Government.
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Basic financial operating systems such as Basic Accounting System (BAS), Logistical Information System (LOGIS). Skills needed: Written and verbal communication; Proven computer literacy (MS Excel, WORD, PowerPoint; Numeracy.
<u>DUTIES</u>	:	Render Financial Accounting transaction: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Filing of all documents; Collection of cash; Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture, allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 483 2436
<u>POST 26/192</u>	:	<u>ADMINISTRATION CLERK: LIBRARY SERVICE (STELLENBOSCH REGION) REF NO: CAS 20/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 – R279 708 per annum (Level 05) Department of Cultural Affairs and Sport, Western Cape Government.
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computer Library; Clerical Duties; Data capturing; Collecting statistics. Skills in the following: Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide administrative support to the region and affiliated public libraries; Provide asset control support services; provide personnel administration support services within the office; Provide financial administration support services in the regional office.
<u>ENQUIRIES</u>	:	Ms S Booysen Tel No: (021) 483 2332
<u>POST 26/193</u>	:	<u>REGISTRY/RECEPTION CLERK: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 21/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 – R279 708 per annum (Level 05) Department of Cultural Affairs and Sport, Western Cape Government.
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: 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. Skills in the following: Numeracy skills; Literacy skills; Language skills; Good verbal and written communication skills; Ability to work in a team.

<u>DUTIES</u>	:	Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Open and maintain franking machine register; Frank post, record money and update register daily; Undertake spot checks on post to ensure no private post is included; Lock post in postbag for messengers to deliver to Post Office; Open and maintain remittance register; Record all valuable articles as prescribed in the remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; Keep daily record of number of letters franked; Electronic scanning of files; Sort and package files for archives and distribution.
<u>ENQUIRIES</u>	:	Ms A Kupe Tel No: 021 483 0411

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	17 August 2026
<u>NOTE</u>	:	Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an 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. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thanks to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 26/194</u>	:	<u>DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 22/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government.

<u>REQUIREMENTS</u>	:	An undergraduate legal qualification (NQF level 7) as recognised by SAQA; Minimum of 5 years' experience middle and/or senior management experience. Competencies: Strategic Capability and Leadership; Knowledge of government processes and procedures; Project and Programme Management; Change Management; People Management and Empowerment; Excellent written and verbal skills; Advanced knowledge of business development support measures; and Financial Management.
<u>DUTIES</u>	:	Experience to identify and address regulatory and legislative blockages that inhibit economic growth and development; Experience to identify and address systemic process- and procedurally inefficiencies in business-facing services that impede business efficiency and growth; Experience to advocate and create awareness and support capacity-building amongst key stakeholders of the imperative of red tape reduction; Experience to facilitate the resolution of red tape enquiries and business complaints; Experience to lead recruitment aligned to approved staffing plans, and drive employee development through training, mentoring, and capacity-building initiatives to ensure sustained service delivery excellence; Experience to oversee performance management, evaluation, and recognition systems, while promoting sound labour relations, maintaining discipline, and contributing to workforce, service delivery, and information resource planning; Experience to lead the Directorate's strategic planning and business planning processes by continuously defining and reviewing its objectives and priorities, monitoring performance against measurable targets, ensuring legislative compliance and proper record-keeping, and providing regular, high-level reporting to the Chief Director on operational and strategic matters; Experience to oversee and direct the Directorate's budgeting processes, including preparation of annual and adjustment budgets, ensuring effective and compliant financial and procurement management, alignment of expenditure with strategic objectives, robust contract and risk management, accurate reporting to oversight bodies, and responsible management of assets.
<u>ENQUIRIES</u>	:	Mr John Peters Tel No: (021) 483 9417

OTHER POSTS

<u>POST 26/195</u>	:	<u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 24/2026</u> (2 Year Contract)
<u>SALARY CENTRE</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package) Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to Strategy Development and Stakeholder management; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; SMME sector, including policies, dominant issues, role-players and service providers. Skills in the following: Written and verbal communication; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Analytical; Report writing; Interpersonal skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human resources and Finance.
<u>ENQUIRIES</u>	:	Ms A Augustus at aeysa.augustus@westerncape.gov.za
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government

contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date, as no late applications will be considered.

<u>POST 26/196</u>	:	<u>ASSISTANT DIRECTOR: CAPE CATALYST REF NO: DEDAT 23/2026</u>
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' administrative or project management experience in an economic development environment. Competencies: Working knowledge of the following: Infrastructure Development/Sector Development; Public administration; Applicable legislative and regulatory requirements, policies and standards; Project Management; Relationship Management; Monitoring and evaluation methods, tools and techniques; Skills in the following: Numeracy; Computer Literacy; Language; Analytical; Planning and organising; Problem solving; Research; Communication skills (written and oral); Facilitation; Presentation; Monitoring and evaluation; Stakeholder management; Project planning.
<u>DUTIES</u>	:	Provide project administration support in respect of projects and programmes: Develop and prepare funding proposals for projects and programmes; Provide project office services and administration as it relates to the programmes; Develop and administer procurement processes or transfers of projects; Develop terms of reference (Tor) and compliance processes; Oversee service providers and implementing agencies compliance to terms and conditions of projects; Monitor and evaluate project progress to ensure alignment of project objectives; Identify project risks; Implement risk mitigation measures and administer red tape challenges; Participate in strategic and decision-making processes: Perform information gathering and analysis of finding; Compile an inventory of data sources; Develop and administer databases and information systems; Provide input in the development of strategies; Contribute to the conceptualisation of projects and programmes aligned to the Department's strategic framework and objectives; Coordinate suitable and preferred stakeholders to the development and implementation of projects and programmes: Formulate and implement stakeholder management strategies related to projects and programmes; Develop and maintain the required stakeholder relationships; Provide a secretariate service at stakeholder forums and with task teams; Administer the stakeholder database; Develop and implement communication and information sharing methods; Coordinate Integrated Development Planning: Provide support to ensure alignment with municipal Integrated Development Plans (IDP's) and Spatial Development Frameworks (SDFs); Assist with the spatial analysis and mapping of Cape Catalyst projects in relation to the above; Liaise with municipal planning, infrastructure and economic development officials to facilitate alignment; Contribute to the preparation of planning inputs, alignment reports, briefing notes and presentations for decision-making structures; Keep a log of economic catalytic infrastructure opportunities emanating from provincial as well as municipal infrastructure assets; Provide support in respect of budget planning and financial management: Contribute to the preparation of short-term (1 year) and longer-term (2-5 years) budget plans; Support the monitoring of expenditure for the purpose of sound fiscal responsibility; Support the preparation of consolidated financial reports for decision-making assessment.
<u>ENQUIRIES</u>	:	Mr Jan Bezuidenhout Tel No: (021) 483 5827
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government

contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 28 August 2026
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 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. 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.

MANAGEMENT ECHELON

- POST 26/197** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 325**
Branch: Corporate Services
- SALARY** : R1 317 384 per annum (Level 13), an all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at middle or senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Applicable legislative and regulatory framework. Principles and practice of financial accounting. Proven knowledge of financial statements. Tools and techniques for accounting and reporting. Government financial systems. Systems approach to solving problems. Change management and people skills. The ability to give clear direction in realising objectives and clear and concise communication. Leadership, team building and interpersonal skills. Computer literacy (Excel, Word and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Act as Departmental Accountant for the Western Cape Education Department. Develop, implement, monitor and review departmental accounting policies,

procedures and processes. Responsible for the reconciliation and management of the Departmental Bank Account. Manage own revenue policies, tariffs, systems and procedures. Perform month-end and year-end accounts closure process. Prepare the Quarterly and Annual Financial Statements and supporting working papers. Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Monitor Departmental Asset and Liability accounts. Manage receivables due to the department, including; the recording, collection, banking and write-off of irrecoverable amounts. Responsible for Salary Administration and the pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers with supporting documents, including but not limited to registers of unauthorised, fruitless and wasteful and irregular expenditure and register of losses, damages and claims. Manage all audit responses including the Auditor- General, Internal Audit and Forensic Investigative Unit. Manage and maintain transversal financial systems. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department.

ENQUIRIES : Mr L Ely Tel No: (021) 467 2537

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 : 07 August 2026, 17:00 PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 26/198 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: The successful candidate will be required to engage in the remunerated commuted overtime system and participate in the after-hours call system. Participation in the termination of pregnancy services. Valid (Code B/EB) driver's license, willingness, and ability to travel. Competencies (knowledge/skills): A proven ability to perform basic gynaecological and

obstetric ultrasounds is needed. The candidate must have an excellent track record of clinical, research and educational skills. Clinical experience with high-risk obstetrics, gynaecological surgery, and ultrasound is required. The ability to achieve and maintain good interpersonal relations with staff, patients, and their families is essential. Clinical notes and referral writing skills must be of a high standard. Verbal and written communication skills as well as analytical and problem-solving skills must be exemplary. Experience with teamwork, planning, organisation and co-ordination of the safe management of a labour ward is indispensable. Computer literacy in the use of MS Word and Excel, as well as the ability to use online resources, is required.

DUTIES

: Ensure the delivery of a safe, efficient, patient-centred, high-quality and cost-effective clinical service that addresses the burden of disease within the Rural West Health Ecosystem by providing comprehensive specialist obstetric and gynaecological services, including the independent and safe performance of major and minor gynaecological surgical procedures. Managing high-risk obstetric patients and specialist gynaecology outpatient clinics, ensuring evidence-based assessment, appropriate management, and continuity of care. Performing and supervising complex obstetric procedures, including assisted vaginal deliveries, breech deliveries, postpartum sterilisations, and complicated caesarean sections. Performing and interpreting obstetric and gynaecological ultrasound examinations and providing clinical supervision and training to junior medical staff in ultrasound practice. Providing clinical leadership, supervision, teaching, mentoring and skills development to medical officers, registrars, interns, and other healthcare professionals to promote high standards of clinical practice. -Ensuring the maintenance of accurate, comprehensive and high-quality clinical records in accordance with legal, ethical and departmental requirements. Complying with all applicable administrative policies, legislation, protocols and prescripts of the Western Cape Department of Health and Wellness. Promoting effective and efficient utilisation of human, financial and material resources to support sound financial management and service sustainability. Participating in undergraduate and postgraduate teaching, in-service training, continuous professional development, clinical governance, and quality improvement initiatives. Contributing to the development, review and implementation of clinical guidelines, protocols and standard operating procedures. Participating in specialist outreach services to district hospitals within the Rural West Health Ecosystem to strengthen service delivery, clinical support and capacity building. Participating fully in the provision of termination of pregnancy services in accordance with applicable legislation, ethical standards and departmental policies.

ENQUIRIES NOTE

: Dr H Le Riche, email: Heloise.LeRiche@westerncape.gov.za
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for registration for the first time in a specific category with the relevant council (including individuals who must apply for a change in registration status).

POST 26/199

: **MANAGER: PHARMACEUTICAL SERVICES**
Chief Directorate: Metro Health Services

SALARY

: R1 375 245 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS

: Khayelitsha/Eastern Sub-structure
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Metro. Competencies (knowledge/skills): Strong leadership, inclusive of management, professional mentorship, organisation and strategic planning. Project management skills. Computer Literacy and data use and analysis. Appropriate experience in Pharmaceutical systems used in

		the public sector. Appropriate supervisory/managerial experience. Appropriate Training and experience in Drug Supply Management.
<u>DUTIES</u>	:	Strategic planning and implementation and monitoring and evaluation of relevant policies. Technical support to the pharmacy staff and pharmacy for quality assurance and clinical services governance. Overall leadership and coordination of the Pharmacy services within the Khayelitsha/ Eastern Sub-structure. Ensure good Pharmacy practices are institutionalised in the service platform. In-depth knowledge of the Health Act, National Drug Policy, Pharmacy Act, World Health Organisation and relevant policies of the WCG: Health and Wellness.
<u>ENQUIRIES</u>	:	Mr JA Kruger Tel No: (021) 360-4622
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/200</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE)</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</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	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 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 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 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom 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 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. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Advanced Cardiac Life Support (ACLS), Advanced Paediatric Life Support (APLS/PALS) certification. Competencies (knowledge/skills): Demonstrated clinical experience and competence in Emergency Medicine. Strong communication skills. Ability to work effectively within a multidisciplinary team and engage professionally with staff at all organisational levels. Commitment to teaching, training, and the development of an academic career in Emergency Medicine. Sound clinical decision-making and leadership skills in a high-acuity environment. Advanced Trauma Life Support (ATLS) certification.
<u>DUTIES</u>	:	Provide comprehensive clinical management of all patients presenting to the Emergency Centre, including neonates, children, adolescents, and adults. Assess, stabilise, resuscitate, and manage critically ill and injured patients. Supervise, support, and teach undergraduate students, interns, community service officers, and healthcare professionals working within the Emergency Centre. Participate actively in continuous professional development, quality improvement initiatives, clinical governance activities, and academic programmes. Participate in the departmental overtime roster as required. Provide clinical support in other hospital departments when required to meet service delivery needs.
<u>ENQUIRIES</u>	:	Dr P Cloete Tel No: (021) 799-1183 or email: Philip.cloete@westerncape.gov.za
<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 requirement, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for registration for the first time in a specific category with the relevant council (including individuals who must apply for a change in registration status).

<u>POST 26/201</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> West Coast District
<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>	:	Vredendal North Clinic, Matzikama Sub-district
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as 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 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Willingness to partake in the commuted overtime system at Vredendal Hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, communication, leadership and computer skills. Sound knowledge of PHC approach. Knowledge in managing PHC conditions. Knowledge of relevant Acts, guidelines, Policies and regulations administered by Western cape Health Department. Ability to work in a team.
<u>DUTIES</u>	:	Clinical Service Provision. Forensic Service provision. Service Management. Training and Development. Research and support.
<u>ENQUIRIES</u>	:	Dr Ockuis Tel No: (027) 213-2037
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 26/202</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</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>	:	Vanguard CHC, Southern/Western Sub-structure
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **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: A Valid driver's licence. Willingness to work within the Geographical area at various facilities. Willingness to perform Commuted overtime at the geographical 24-hour facilities as well as ability to work after-hours. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care and other chronic diseases, woman and child health care and management of emergencies and acute presentations. Comprehensive, evidence based, direct patient-centered clinical service provision at a primary care level. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

DUTIES : Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. This includes chronic care, HIV and TB, woman and child health, undifferentiated clients and emergencies. Participate in skills transfer and training and development activities. Active involvement in clinical governance activities at the facility and in the substructure. Leadership and management at facility level.

ENQUIRIES : Dr A Razack Tel No: (021) 200-4500
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written or oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 26/203 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R907 617 per annum
 Grade 2: R1 055 292 per annum
 Grade 3: R1 221 843 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 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:** A 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:** A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid Driver's License. Willingness to travel independently between wards and service areas on hospital premises in the performance of your duties. Willingness to arrange your own transport to attend occasional off-site facilities/meetings in the performance of your duties. Competencies (knowledge/skills): Sound knowledge of clinical psychology assessment, diagnosis, psychotherapeutic interventions and psychometric assessment. Ability to function effectively within a multidisciplinary mental health team in a specialist psychiatric setting. Knowledge of relevant legislation including the Mental Health Care Act, Criminal Procedure Act, Child Care and Protection legislation, HPCSA ethical guidelines and applicable Department of Health policies. Ability to provide psychological consultation, supervision, teaching and training to students, interns and other healthcare professionals. -Good organisational, administrative, report writing, problem-solving and time management skills. Computer literacy and the ability to maintain accurate clinical and statistical records. Excellent verbal and written communication. Ability to work independently, demonstrate professional leadership, and adapt to different clinical service environments.

DUTIES

: Render comprehensive clinical psychology services including psychological assessment, diagnosis, psychometric evaluation, risk assessment, formulation, treatment planning and report writing. Provide evidence-based individual, group and family psychotherapy and contribute to psychosocial rehabilitation and mental health promotion programmes. Participate in multidisciplinary clinical activities including ward rounds, case discussions, and consultation and liaison services. Maintain clinical governance standards through appropriate administration, record keeping, referral management, statistics reporting and participation in quality improvement activities. - Contribute to the training, supervision and evaluation of intern psychologists and other students in accordance with HPCSA requirements. Participate in academic, teaching, research, continuing professional development and service development activities. Represent Psychology on relevant hospital and departmental committees and contribute to the strategic development of psychological services. Provide outreach, consultation and support services to district hospitals, community facilities and other stakeholders as required.

ENQUIRIES

: Mr W Hawa, email: waseem.hawa@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 26/204

: **PHARMACIST GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R882 816 per annum
Grade 2: R954 339 per annum
Grade 3: R1 041 402 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: Northern/Tygerberg Sub-Structure Office (X1 Post)
Khayelitsha/Eastern Sub-Structure Office (X1 Post)
Southern/Western Sub-Structure Office (X1 Post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA employees. One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A Minimum of 5 years relevant experience after registration as Pharmacist with a recognised foreign health professional council in respect of SA qualified employees. 6 Years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws and sound understanding of GPP compliance Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy and experience in quality and data management. Experience in working as a member of a multidisciplinary team and in stakeholder engagement. training and capacity development in pharmaceutical services.
<u>DUTIES</u>	:	Coordinate and manage pharmacy training, internship, community service and learner programmes and ensure SAPC regulatory compliance, pharmacy registrations, licensing and accreditation requirements. Provide guidance on pharmacy legislation, Good Pharmacy Practice (GPP) standards and quality assurance processes. Support tutor development, learner monitoring, assessments and professional development programmes and provide operational and service delivery support to pharmacy facilities, including acting management responsibilities when required. Coordinate pharmaceutical financial reporting, expenditure monitoring and statutory submissions and contribute to workforce planning, capacity building and the establishment of future training sites. Manage private provider pharmaceutical order processes and statistical reporting. Coordinate and strengthen Antimicrobial Stewardship (AMS) programmes to promote appropriate medicine use and clinical governance and support and monitor cold chain management compliance across facilities.
<u>ENQUIRIES</u>	:	Ms T Parker Tel No: (021) 815-8876 for NTSS, Mr J Van Niekerk Tel No: (021) 360-4641 for KESS, Mr A Joseph Tel No: (021) 202-0981 for SWSS
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/written and oral assessment.
<u>POST 26/205</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND OPD)</u> West Coast District
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in

Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing or Critical Care Nursing (Adult). 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 speciality. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage Information System (HECTIS) and South African Triage System (Basic knowledge and experience in human resource management, labour relations, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget levels. The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.

DUTIES : Coordination of optimal, holistic specialised nursing care within set standards and within a professional /legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9304
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment.

POST 26/206 : **QUALITY ASSURANCE MANAGER**

SALARY : R605 742 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Four-Year Diploma/Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in a health environment. Appropriate managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Excellent computer skills (MS Word, Excel and Power Point), sound interpersonal, managerial, communication and leadership skills. Sound knowledge and appropriate experience in Quality Assurance, Risk Management, Health and Safety and Infection Prevention and Control. Good verbal and written communication skills. Analytical, strategic thinking and creativity skills. Ability to capture, interpret and compile reports. Ability to think and function independently and to critically analyse data.

DUTIES : Engage with and live out the core values of the Western Cape Department of Health & Wellness. Effective leadership and management of the institutional Quality Assurance Plan. Effective people management within the Quality Assurance Department. Formulate standard operating procedures and strategies for quality improvement and drive implementation thereof. Effective co-ordination, control, monitoring and evaluation of quality improvement, risk management, Occupational health and safety and infection prevention and control programs, in line with health policies and regulatory norms and standards. Assist departments with achieving compliance with the Quality Assurance Plan. Support and promote staff education and development initiatives. Collect and analyse data and provide technical reports for internal and external stakeholders. -As a member of the Executive Management Committee, provide technical and strategic support to the CEO and the Management team on all aspects of quality improvement, risk management, occupational health & safety and infection prevention & control. Promote a culture of excellence, accountability, continuous learning and patient-centred care throughout the hospital.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005
NOTE : No payment of any kind is required when applying for this post.

<u>POST 26/207</u>	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1 TO 2</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R496 668 per annum Grade 2: R608 859 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification in Social Work that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a professional council: Registration with a Professional Council for Social Service Professions (SACSSP) as a Social Worker. Experience: A minimum of 7 years appropriate experience in social worker after registration as Social Worker with SACSSP. Competencies (knowledge/skills): Sound knowledge of relevant legislation including the Mental Health Care Act, Children's Act and Domestic Violence Act. Knowledge of hospital-based social work services and integrated health and social development services delivery. Proven supervisory, leadership and people management skills. Ability to manage statutory process, governance, reporting and compliance. Excellent communication, report writing, problem solving and decision-making skills. Computer literate (MS Office, data and Information Management Systems).
<u>DUTIES</u>	:	Provide operational and professional leadership in the management of Social Work services across all inpatients, outpatient and specialized service areas within a large Metro District Hospital, including the Acute Psychiatric Unit. Manage the social work department and provide clinical and administrative supervision to social workers and students in accordance with SACSSP, OSD and WCDOH prescripts. Ensure effective delivery of statutory, psychosocial and mental social work services through quality assurance, case review and ethical oversight. Coordinate social work input into multi-disciplinary patient care, discharge planning and referral pathways to promote continuity of care and reduce avoidable delays. Ensure compliance with relevant legislation, policies, protocols and governance requirements, including accurate record keeping and reporting. Manage service statistics, compile reports and participate in audits, quality improvements initiatives and clinical governance processes. Facilitate in-service training, capacity development and professional development of staff and students.
<u>ENQUIRIES</u>	:	Dr A Martin Tel No: (021) 360-4427
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/208</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 (PRIMARY HEALTH CARE) (X7 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Vanguard CHC (X2 Posts) Du Noon CHC (X1 Post) District Six CDC (X3 Posts) Lotus River CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (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: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/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 speciality. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when necessary. Willingness to work at

	other facilities within the Southern/Western Sub-Structure. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Communication skills (written and verbal).
<u>DUTIES</u>	: Assist with the provision of Comprehensive PHC clinical service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community as part of COPC. Liaise with internal and external stakeholders as part of the multi-disciplinary team. Clinical governance as part of quality assurance. Information Management and timeous submission of reports and participation in facility audits. Assist with management of human resources and the development of staff.
<u>ENQUIRIES</u>	: Mr M Lingani Tel No: (021) 695-8200 - Vanguard CHC, Mr R Hall Tel No: (021) 200-4501-Du Noon CHC, Ms N Diedericks Tel No: (021) 833-5400-District Six CDC, Ms Z Sambo Tel No: (021) 703-313- Lotus River CDC
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 26/209</u>	: <u>LECTURER NURSING GRADE 1 TO 2 (UNDERGRADUATE)</u> Western Cape College of Nursing
<u>SALARY</u>	: Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	: Boland/Overberg, Southern Cape Karoo and Metro Campus
<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 a duration of at least 1 year accredited with the SANC in Nursing Education (R212). 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. A post graduate diploma (R635) accredited with the SANC in Nursing Education. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience 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 Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess good communication (written & verbal) and presentation skills. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	: Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<u>ENQUIRIES</u>	: Dr Magerman Tel No: (021) 684-1202 / Dr S Mottian Tel No: (044) 813-1993 (Southern Cape/Karoo Campus) / Ms L Strauss Tel No: (023) 814-0090 (Boland/Overberg Campus)
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such

candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant speciality.

<u>POST 26/210</u>	:	<u>ADMINISTRATIVE MANAGER: CORPORATE SERVICES</u> Garden Route District
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Alan Blyth Hospital, Ladismith, and Kannaland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirements of the job: A valid driver's (Code B/EB/C1) license. Willingness to work overtime and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good communication skills (written and verbal). Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
<u>DUTIES</u>	:	Efficient and effective strategic planning of the corporate services at Alan Blyth Hospital and Kannaland Sub District with support to PHC Services. Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.
<u>ENQUIRIES</u>	:	Dr C Dreyer Tel No: (044) 203-7203
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical evaluation and competency test.
<u>POST 26/211</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (MENTAL HEALTH)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Southern Western Sub-Structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision-making and problem-solving skills. Experience in community Occupational Therapy services. Must be proactive, innovative and an independent team leader. Experience in setting up treatment programs within

<u>DUTIES</u>	:	a PHC setting. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of public service acts and regulations.
	:	Assessment and treatment of community mental health patients. Contribute to the development and implementation of Occupational Therapy programs in the community. Follow the relevant policies and SOPs within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district. Contribution to the awareness, promotion of mental health, and prevention of mental illness.
<u>ENQUIRIES</u>	:	Mr B Van Der Schyff Tel No: (021) 799-1103
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 26/212</u>	:	<u>SENIOR PERSONNEL PRACTITIONER</u> Cape Winelands Health District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Winelands District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in the field of Human Resource Administration. Appropriate experience in the PERSAL system. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to drive between the various Cape Winelands Sub Districts. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, and PERSAL). Good knowledge and experience in Human Resource Management. Ability to provide and facilitate training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations and SPMS within the district office and Sub districts. Render a support and advisory service with regard to personnel administration and human resource management. Provide training and advice with regards to all relevant HRM policies, legislation, prescripts and procedure within the district to ensure the correct implementation. Assist with the administration of FCE and Workplace Assessments Monitor and enforce All CWD Institutions to comply with HR policies. Coordination of HR Audit Action and CMI for the district Responsible for audit compliance for the district. Responsible PILIR Administration for the district. Render professional service with regards to district financial Disclosures and ORW.
<u>ENQUIRIES</u>	:	Mr DW September Tel No: (023) 348-8100
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/213</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (RECEPTION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha CHC, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and supervisory experience in reception. Inherent requirements of the job: Valid (Code B/EB) driver's license. After-hours availability to provide administrative support for shift staff. Competencies (knowledge/skills): Good communication skills. Strong leadership abilities to ensure correctness of work. Advance computer literacy (MS Word, Excel, PowerPoint). PHCIS, appointment system and duplication reports. Extensive knowledge of Clinicom/PHCIS.
<u>DUTIES</u>	:	Co-ordinate registry services and folder management of the facility. Supervise, manage and develop reception administration, including welcome helpdesk Clerk with regards to recordkeeping, complaints management, switchboard operation, folder hygiene and operating the patient registration system.

		Responsible for MVA claims, J88. Assist the Facility Manager and Line Managers with regards to the administrative management of the reception, records management, archiving and disposal and revenue generation. Assist with infrastructure, IT equipment and assets and submit daily statistics. Manage HR functions, SPMS, training of subordinates, leave administration, duty rosters, overtime, and assist with Labour Relations.
<u>ENQUIRIES</u>	:	Mr D Grootboom Tel No: (021) 360-5207
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/214</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Good working knowledge and experience in Health Information System (SINJANI; PHCIS; IDEAL CLINIC MONITORING SYSTEM & DHIS). Advanced computer literacy in MS Windows (Word and Excel, Power Point & Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline driven environment.
<u>DUTIES</u>	:	Co-Ordinate all health statistics in sub-structure. Data verification and submission to district information office in prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at facility level. Participate in Sub-structure health information co-ordinating activities. Supervision and staff performance management. Information management support to all health facilities within sub-structure.
<u>ENQUIRIES</u>	:	Mr M Khonono Tel No: (021) 360-4624
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment.
<u>POST 26/215</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: SURGERY FEMALE)</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>	:	Paarl Hospital
<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 a Professional Nurse or General Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the facility excluding maternity. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving and decision-making. Report writing skills. Good interpersonal skills. Health promotion and team building.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. -Maintain constructive working relationship with nursing and other stakeholders. -Utilise human, material, and physical resources efficiently and effectively.

<u>ENQUIRIES</u>	:	Ms S Arendse Tel No: (021) 860-2564 or email: Stephanie.Arendse@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>POST 26/216</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Paarl Hospital
<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 a Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate / recognizable 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 a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work overtime as or when required. Willingness to undergo palliative care training. Competencies (knowledge/skills): Excellent theoretical and clinical knowledge in general nursing and experience in/ knowledgeable about palliative care. Passionate about palliative care. Flexible, responsive, critical and creative thinking, complex problem-solving skills, ability to work collaboratively within the MDT and between internal and external teams. Computer Literacy.
<u>DUTIES</u>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients and appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaising and communication with the multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
<u>ENQUIRIES</u>	:	Ms M Rust, email: Magda.Rust@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 26/217</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS/STI/TB)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Competencies (knowledge/skills): Knowledge of the Provincial HIV/AIDS/STI/TB programmes and the Strategic Plan. Computer literacy (MS Word, PowerPoint and Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Appropriate experience working with HIV/AIDS/TB patients.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES NOTE</u>	:	Mr M Gayiya Tel No: (021) 940-4424 No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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).
<u>POST 26/218</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: CLINICAL FACILITATOR)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital 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 a Professional Nurse. Inherent requirements of the job: Willingness to work outside of normal working hours. Willingness to attend congresses/courses / workshops. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the nursing processes & procedures as outlined in Nursing Act and the SANC regulations. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the nurse training department.

<u>DUTIES</u>	:	Facilitate the development of learning opportunities for all nursing personnel. Facilitate the in-service training /updating of skills and competencies as well as the orientation programme for nurses. Evaluate and assess the competencies and skills of nursing personnel and personal development. Ensure the appropriate placement and accompaniment of nursing personnel. Assist with the effective management and utilisation of physical, material and financial resources within the nurse training department.
<u>ENQUIRIES</u>	:	Ms WA Klein Tel No: (044) 802-4327
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected 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).
<u>POST 26/219</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Otto Du Plessis Hospital, Cape Agulhas Sub-district
<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 a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts (weekends, public holidays and nights) and willingness to work overtime when necessary. Willingness to rotate within the different departments of the hospital. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<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 for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms N Adams Tel No: (028) 424-1167
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 26/220</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital, Southern/Western Sub-structure 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 requirements of the job: Valid Driver's License (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Good computer literacy. Fluent in JAC. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation. Working under both direct and indirect supervision of a pharmacist within the Atlantis basin which includes Mamre CHC. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the packing of pharmaceuticals products. Assist with the control and distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant: Post Basic.
<u>ENQUIRIES NOTE</u>	:	Ms S Moosa Tel No: (021) 816-8551 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 26/221</u>	:	<u>PERSONNEL OFFICER: ADVERTISING</u> Directorate: People Practices and Administration
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Good accurate typing skills. Good organising skills. Good interpersonal skills
<u>DUTIES</u>	:	Process and draft request for advertising. Weekly placement of adverts in the external media, Public Service Vacancy Circular, Government website and online portal. Process invoices from the service provider for payment of accounts to Finance. Effective and efficient record keeping with regards to advertising of posts. Liaise with districts/institutions with regard to problematic requests and follow up all pending request on a regular basis. Provide assistance to HR Officers with regard to the advertising online portal
<u>ENQUIRIES NOTE</u>	:	Mr B Brenton Tel No: (021) 483-5009 No payment of any kind is required when applying for this post.
<u>POST 26/222</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Finance Administrative processes. Inherent requirement of the job: A valid (code B/EB) driver's licence. -Willingness to travel and work overtime when required. Expected to travel between O&P Centre and Brackengate Facility to provide support when operationally required. Competencies (knowledge/skills): Knowledge of LOGIS, EPS, CSD, WCSEB, ESL, SCOA and BAS Systems. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department of Health including delegations. Computer literacy (MS Word, Excel, Outlook). Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team. Good communication and interpersonal skills. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's - System of the Department of Health including delegations. Computer literacy (MS Word, Excel, PowerPoint). Ability to function independently as well as in a multi-disciplinary team.
<u>DUTIES</u>	:	Assist end-users with compilation of specifications. Ensure effective and efficient procurement are done in time, as per approved Budget. Capture requisitions and other documentation of the Supply Chain (LOGIS) system. Communicate and take minutes for the Quotation Committee. Capturing and processing of LOGIS and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Follow up on outstanding commitments. File all relevant documentation and ensure audit compliance. Handle supplier queries and regular communication with end-users. Provide support to colleagues and supervisors. Processing of acquisition for goods or services. Maintenance of warehouse, i.e. receiving and issuing of goods, storage of goods, inventory control.
<u>ENQUIRIES NOTE</u>	:	Ms S Jainodien Tel No: (021) 370-2311
	:	No payment of any kind is required when applying for this post.
<u>POST 26/223</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Victoria Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital patient administration environment. Inherent requirement of the job: Willingness to work shifts (weekends, public holidays and night shift) Including overtime and rotation as per operational needs. Competencies (knowledge/skills): Ability to work both independently and within a team. Knowledge of hospital fees policies and procedures. Good interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	:	Clinicom & HECTIS patient reception functions that include attendances & disposals as per PGWC Hospital Fees policies and procedures. Booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for receiving, handling and safekeeping of state money. Various Reception tasks or duties assigned to you by immediate supervisor. Covering for colleagues and relief between departments as per operational needs.
<u>ENQUIRIES NOTE</u>	:	Mr A Sedres Tel No: (021) 799-1144
	:	No payment of any kind is required when applying for this post.
<u>POST 26/224</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FEES)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Paarl Hospital
	:	Minimum educational qualification: Senior Certificate (Grade 12 or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent). Experience: Appropriate experience in a Fees-related environment dealing with Clinicom Patient Administration. Inherent requirements of the job: Rotate between departments as per operational requirements if required. Competencies (knowledge/skills): Computer literacy. (MS Office, MS Word, Excel, PowerPoint and Outlook). Knowledge and

	experience in Clinicom, Accounts Receivable (AR) system, Basic Accounting System (BAS), Uniform Patient Fees Schedule (UPFS) manual, Hospital Memorandum 18, JAC and Public Finance Management Act (PFMA).
<u>DUTIES</u>	: Perform cashier duties, including allocation of external funders and debtor payments as well as completion of all BAS transactions e.g., deposits, day-ends, journals and special journals. Complete the balancing and reconciliation processes between BAS and AR System. Follow-up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related finance instructions, including management of foreign debtors. General fees administration and account-related duties/enquiries as per UPFS and billing requirements. Control the JAC Information and JAC Error Report. Relief colleagues and undertake various other clerical duties as and when required.
<u>ENQUIRIES</u>	: Ms R Arendse Tel No: (021) 860-2580 or email: Raymone.Arendse@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 26/225</u>	: <u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	: R237 453 per annum
<u>CENTRE</u>	: Service Priorities Coordination, Increasing Wellness
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid driver's license. Willingness to travel throughout the Province. Competencies (knowledge/skills): Knowledge and understanding of public health, project management, health promotion and cross-sectoral partnership. Good interpersonal and research skills. Computer literacy (MS suite, and digital platforms). Administrative skills. Ability to prioritise and organise work, exercise self-discipline and function under pressure, to work independently and in a team. Creativity, self-motivation, assertiveness and ability to innovate and take initiative.
<u>DUTIES</u>	: General Office Administration across Life Course Priority Areas. Provide logistical coordination and event management support for provincial, district, and intersectoral campaigns across the life-course portfolios. Support the financial and supply chain management (SCM) processes of the unit to ensure the timely acquisition of resources and compliance with financial guidelines. Record Keeping, Database Maintenance, and Monitoring and evaluation Support.
<u>ENQUIRIES</u>	: Ms K Fortune Tel No: (021) 815-8667
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
<u>POST 26/226</u>	: <u>STAFF NURSE GRADE 1 TO 3 (VARIOUS COMPONENTS) (X8 POSTS)</u>
<u>SALARY</u>	: Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Knowledge of Nursing Practices. Knowledge of Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 26/227</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (OPD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council as 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 experience in nursing after registration as Staff Nurse with SANC, Grade 3: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Staff Nurse with SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the hospital in different wards. Ability to work under pressure. Competencies (knowledge/skills): Basic communication skills (both written and verbally). Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms JJ Phillips, email: Jessica.phillips@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 26/228</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE AND TRAUMA)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to assist in the other wards in the hospital and at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work under pressure. Ability to work in a team across the service platforms.
<u>DUTIES</u>	:	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. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Mr JCB Kiewiet Tel No: (023) 414 -8200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such

candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 26/229</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Metro West, Zwaanswyk, Station Road Retreat
<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts.
<u>DUTIES</u>	:	Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.
<u>ENQUIRIES</u>	:	Mr D Bosman Tel No: (021) 918-1632
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>POST 26/230</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) (SESSIONAL)</u> Chief Directorate: Metro Health Service (24 hours per week) (A Total of 24 sessions will be filled. The number of sessions will be finalized at interview stage not exceeding 20 sessions per appointment)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Urology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirement of the job: A Valid Driver's licence Competencies (knowledge/skills): Ability to successfully run an extremely busy Urology service on a district level. Tertiary knowledge and skills in the field of emergency Urology as well as district level elective Urology. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Appropriate experience in trauma and emergency Urology surgery as the primary surgeon and treating specialist.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of general Urologic Surgery. The specialist primary responsibility would be trauma and emergency Urology at district level. Provision of clinical service delivery at specialist level of elective Urology Surgery (district level). Supervision of clinical and operative activities of Urology surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology. Effective management and administration of a wide range of "Portfolios" and develop, conduct and

**ENQUIRIES
NOTE**

supervise research projects. Training and Teaching of medical officers and Urology registrars and relevant burden of disease Research and Audits.

- : Prof H Bougard Tel No: (021) 402-6444
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS

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

**CLOSING DATE
NOTE**

- : 17 August 2026
: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 26/231

- : **ARCHITECT (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE
REF NO: DOI 63/2026**

**SALARY
CENTRE
REQUIREMENTS**

- : Grade A: R791 604 per annum, (OSD as prescribed)
: Department of Infrastructure, Western Cape Government
: An appropriate B degree in Architecture or relevant qualification; Three years post-qualification relevant architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid driving licence. Competencies: Working knowledge of the following: Technical: Programme and project management; Architectural design and analysis knowledge; Computer-aided architectural applications; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Professional judgment. Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES

- : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates prepared by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to

promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and SCM; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Ms C du Plooy at candice.duplooy@westerncape.gov.za

POST 26/232 : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 66/2026**

SALARY : Grade A: R791 604 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : An appropriate B degree in Architecture or relevant qualification; Three years post-qualification relevant architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid driving licence. Competencies: Working knowledge of the following: Technical: Programme and project management; Architectural design and analysis knowledge; Computer-aided architectural applications; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Professional judgment. Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates prepared by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and SCM; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Mr E du Plooy at Etienne.duPlooy@westerncape.gov.za

POST 26/233 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 32/2026 R1**

SALARY : Grade A: R914 517 - R975 582 per annum
 Grade B: R1 030 296 - R1 109 925 per annum
 Grade C: R1 172 184 - R1 376 199 per annum
 (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B

driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; knowledge of public sector procurement; Ability to work under pressure.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483 4881

POST 26/234 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD INVESTMENT PLANNING REF NO: DOI 44/2025 R1**

SALARY : Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : Civil Engineering Degree (B Eng/ BSC(Eng)) or relevant qualification; Three years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Competencies: Knowledge of the following: Transport modelling theory and software; Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act 16 of 2013); Road infrastructure design with a particular focus on project identification and road planning; Project evaluation and assessment in terms of: Economic Assessment; Multi-Criteria Assessment; Corridor Management Strategies and Arterial Management Plans; Data Management; Skills needed: Preparation of written proposals and submissions; Written and verbal communication; Analytical; Evidence-based decision making; Self-management to include planning and organising; Customer focus and responsiveness; Conflict management; Proven computer literacy; Innovation.

DUTIES : Development and evaluation of project proposals with and without model assessment; Transport model management; Development and management of transport model standard operating procedures; Development and management of Road Investment Strategy; Development and management of Corridor Management Strategies; Management of consultants and internal projects; Liaison with various stakeholders in the transport infrastructure planning environment.

<u>ENQUIRIES</u>	:	Ms M Barker at (076) 716 0984 or Melissa.Barker@westerncape.gov.za
<u>POST 26/235</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DOI 65/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Accounting, Financial Management, or a related field; A minimum of 3 years relevant experience in management accounting, budgeting, or a financial project management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA) and Treasury Regulations; Management accounting principles (budgeting, monitoring and reporting); Government financial systems (e.g. BAS, LOGIS, SCOA); Applicable legislative, regulatory and governance frameworks; Financial analysis, data management and reporting methodologies. Skills in the following: Financial analysis and reporting; Budgeting and forecasting; Computer literacy (intermediate or advanced MS Excel, MS Word, MS Outlook); Numeracy and analytical thinking; Planning and organising; Communication (written and verbal); Problem-solving and decision-making; Data management and reconciliation; Report writing and presentation; Stakeholder engagement; Ability to work under pressure and meet deadlines; Attention to detail and accuracy.
<u>DUTIES</u>	:	Provide Budget Planning and Preparation; Provide Budget Support and Financial Control; Calculate Adjustments Estimate and Main Budget Development; Maintain Financial Governance, Compliance and Stakeholder Support.
<u>ENQUIRIES</u>	:	Mr M Solomons Tel No: (021) 483 6008
<u>POST 26/236</u>	:	<u>ELECTRICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI 62/2026</u>
<u>SALARY</u>	:	Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	National Diploma in Electrical Engineering or relevant qualification; Three years relevant post qualification technical (Engineering) experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid code B driving licence. Competencies: Knowledge of the following: Technical: Project Management knowledge and experience: Technical design and analysis knowledge; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).
<u>DUTIES</u>	:	Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Mr E Du Plooy Tel No: (021) 483 8261

POST 26/237 : **PERSONAL ASSISTANT: IMMOVABLE ASSET MANAGEMENT REF NO: DOI 64/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms I Rohlwink at (082) 048 8966

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 17 August 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an 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. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thanks to the huge public interest, we receive many applications for our posts, and as such will not be able to respond

personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 26/238</u>	:	<u>DIRECTOR: PUBLIC PARTICIPATION REF NO: LG 17/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government. Western Cape Government.
<u>REQUIREMENTS</u>	:	A B-degree (NQF 7), as recognised by SAQA; 5 years' middle / senior management level experience. Competencies: Strategic Management; Change management; Programme and Project Management; People Management; Financial Management.
<u>DUTIES</u>	:	Line Management; promote public participation through providing guidance and assistance with regards to the institutionalisation and functionality of municipal ward committees; promote meaningful involvement in the affairs of local government with reference to the effectiveness and functionality of a ward committee; ensure proper management and oversight of the Community Works Programme in the Province; provide guidance and assistance to the department and municipalities regarding the institutionalisation of human rights; support with communication initiatives in municipalities; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms. N Zamxaka Tel No: (021) 483 4449

OTHER POSTS

<u>POST 26/239</u>	:	<u>DEPUTY DIRECTOR: DISASTER PREPAREDNESS & RESPONSE (TYGERBERG) REF NO: LG 19/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in middle management. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Disaster preparedness and response; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Crisis Management; Project Management; Risk analysis; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage the Provincial Disaster Management Centre; Provide Support and assist the District and City of Cape Town Centres; Develop and maintain a provincial contingency plan (preparedness and response) and disaster management plans; Manage the disaster response operations; Manage the evaluation/ review/ development of disaster management contingency plans; To oversee and manage people and financial management; Plan and manage the work of and account for the overall performance of the Sub-directorate; To manage leadership & strategic management of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms Sonja Chinnian Tel No: (021) 937 6306
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake

two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 26/240 : **ASSISTANT DIRECTOR: DISASTER INSTITUTIONAL CAPACITY (TYGERBERG) REF NO: LG 18/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the disaster management field. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Sound stakeholder forum management; Best practice regarding disaster management and fire rescue services; Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management, labour practices and performance management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources management processes; Public Finance Management Act, National and Provincial Treasury; Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Crisis Management; Project Management; Risk analysis; Ability to work independently and as part of a team.

DUTIES : To assist with the coordination and facilitate: Establish the functioning of IGR Disaster Management structures in the province, including Workgroups; Collate, compile and submit Disaster Management Annual Report and responsible for Monitoring and Evaluation related reporting; Develop disaster management (DM) legislation and frameworks; Coordinate Special Events and Disaster Management, disaster response, including standby duties, and coordinating media enquiries; Responsible for capacity-building initiatives; To assist with the management of human resources, performance management, financial management, leadership & strategic management in the Sub-directorate.

ENQUIRIES : Ms S Chinnian Tel No: (021) 937 6306
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to

the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 17 August 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 26/241** : **SENIOR ADMINISTRATIVE OFFICER: COMMUNITY POLICE RELATIONS REF NO: POCS 04/2026**
- SALARY** : R413 001 - R486 501 per annum (Level 08)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Community development and client liaison (internal and external); Service delivery orientations; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Strategic planning; Facilitation; Organisation building; Problem-solving; Report writing; Negotiation, motivational, monitoring and evaluation; Ability to work independently and as part of a team.
- DUTIES** : Support and maintain good relations between the Department and safety partners (i.e. Community Police Forums (CPFs), Neighbourhood Watch (NHWs), district municipalities, Community Safety Forums (CSFs), South African Police Services (SAPS); Administer the Community Safety funding system; Conduct formal assessments on the functionality of the safety partners [e.g. Community Safety Forums (CSFs)]; Facilitate effective and efficient communication with safety partners and stakeholders; Managerial/Supervisory functions.
- ENQUIRIES** : Mr Justin Lottring at (079) 323 2502

POST 26/242 : **ADMINISTRATION CLERK: INSTITUTION OF SOFT SECURITY REF NO: POCS 03/2026**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : A grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Computer Literacy; Planning and organisation; Good verbal and written communication; Interpersonal relations; Flexibility and Teamwork.

DUTIES : Render general clerical support services for the sub-directorate: Record, organise, store, capture and retrieve correspondence and data (line function), update registers and statistics; Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations and complete procurement forms for the purchasing of inventory; Provide personnel administration clerical support services within the component: Keep and maintain a leave and attendance registers for the component, keep and maintain personnel records in the component; Provide financial administration support services in the component: Liaise with stakeholders to receive and review Community Safety Partnership Funding (CSPF) reports and payments, process CSPF payments.

ENQUIRIES : Ms N Daniels at 082) 7919 184

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 17 August 2026
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OTHER POSTS

POST 26/243 : **ASSISTANT DIRECTOR: RISK ADVISOR REF NO: DOTP 41/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant experience; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Extensive knowledge of enterprise risk management frameworks and working principles; familiarity with public sector legislative and regulatory knowledge such as PFMA and national treasury risk management regulations. Applicable legislation and regulatory frameworks. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Excellent Communication skills (written and verbal); Ability to deal with various levels of management and exercise utmost discretion in respect to sensitive and confidential information. Negotiation skills; Analytical and problem-solving

		skills; Advisory and personal judgement skills; facilitation and stakeholder engagement skills; planning, organising and time-management skills; relationship and interpersonal skills.
<u>DUTIES</u>	:	To supervise and implement the risk management framework in the organisation; Implement and maintain the enterprise risk management policies, strategies and operational plans; Ensure risk mitigation and control support; prepare and submit professional, high-quality and accurate reports; facilitate the identification, analysis and assessment of risks.
<u>ENQUIRIES</u>	:	Ms Aaqelah Haq Tel No: (021) 483 8318
<u>POST 26/244</u>	:	<u>CHIEF ANALYST DEVELOPER: ECONOMIC GOVERNANCE AND ADMINISTRATION REF NO: DOTP 81/2026</u>
<u>SALARY</u>	:	R487 197- R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in software development and analysis. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management. Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<u>DUTIES</u>	:	Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<u>ENQUIRIES</u>	:	Ms E De Bruyn Tel No: (021) 483 6634.
<u>POST 26/245</u>	:	<u>CAPACITY BUILDING OFFICER: EDUCATION AND CULTURAL AFFAIRS AND SPORTS REF NO: DOTP 82/2026</u>
<u>SALARY</u>	:	R487 197- R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher) in Human Resource Development (HRD)/ Education / Project Management. A minimum of 3 years' relevant experience in Training or similar environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; disciplinary and grievance procedure; Knowledge of training and learning methodologies. Skills: Data Analytics; Computer Literacy; Language skills; Performance Management; Reporting; Information and Data Management; Facilitation and Training; Strategic and performance Planning.
<u>DUTIES</u>	:	Project and activity management: Plan project activities and budgets, ensuring technical and functional standards are observed; Coordinate project resources to achieve timely delivery of milestones; Report on project progress and manage contracts, including financial control of outsourced project: Training and Development: Design, develop and update ICT learning material and courses; Deliver training programmes and facilitate interventions by external providers; Evaluate and assess the impact of training interventions for continuous improvement and training and application skills in digital technologies across basic skills, productivity tools, artificial intelligence across various delivery modalities including a learning management system ;

		Research: Analyse training needs and identify opportunities for digital and alternative learning solutions; Research and recommend new ICT learning methods, tools and approaches; Provide quality assurance of training interventions and frontline support through helpdesk services; Course management and support: Keep record of and analyse users' particular needs, from which further training courses, digital learning opportunities and FAQ websites will be developed; Provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; Perform financial control/certification of outsourced projects; Moderate quality assessor training evaluation reports; Perform contract management for outsourced projects.
<u>ENQUIRIES</u>	:	Ronwynne Rhoda Tel No: (021) 9007111
<u>POST 26/246</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DOTP 85/2026</u>
<u>SALARY</u>	:	R487 197- R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher) in Human Resources or related; a minimum of 3 years' relevant experience. A valid Code B driving licence or higher. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the functioning of the province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day. Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general.
<u>DUTIES</u>	:	Implement and monitor the pension administration process; Implement and monitor Service Conditions Compliance and Allowance Administration; Implement Injury on Duty & Deductions processes; Coordinate Leave Audits, Administrative Functions, Service Termination Benefits, and Incentive Schemes; Coordinate the Processing of Leave Applications and the Administration of Temporary Incapacity Leave; Managerial functions; People management; Financial management.
<u>ENQUIRIES</u>	:	Mr N Lukhai Tel No: (021) 483 0836
<u>POST 26/247</u>	:	<u>PERFORMANCE PRACTITIONER: PERFORMANCE CONSULTING REF NO: DOTP 84/2026</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology or related; A Minimum of 3 years' experience in network infrastructure management or information technology; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Networks; ICT Infrastructure; Technical standards/ procedures; Needs and priorities of stakeholders; Managerial functions; Service Level Agreements; National & International IT policies and Trends; Financial management; Project management; HR matters; Skills needed: Computer; Planning and organising; Organising; Research; Creativity; Decision making; Planning and co-ordination; Problem solving and Conflict management; Ability

- to work independently and as part of a team; Communication skill (written and verbal).
- DUTIES** : Plans, organises and controls activities of staff and contractors who are responsible for the development of infrastructure; Quality control; Develop and maintain network infrastructure; Prepares documentation including training manuals; Liaison with client departments; Experience in Remote/Telephonic IT support will be advantageous.
- ENQUIRIES** : Ms G Jansen Tel No: (021) 483 2750

PROVINCIAL TREASURY

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OTHER POST

- POST 26/248** : **ASSISTANT DIRECTOR: NORMATIVE FINANCIAL COMPLIANCE (PFMA)**
REF NO: PT 16/2026
- SALARY** : R487 197 - R573 897 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree (equivalent or higher) in Finance or Economics; Minimum of 3 years public sector finance experience and understanding of PFMA and Treasury regulations. Competencies: Knowledge of the following: Administrative procedures relating to financial legislation; Norms and standards (PFMA), Treasury Regulations, National and Provincial Treasury Directives and the financial governance environment, including the internal audit framework; Verbal and written communications skills, including report writing; Ability to think analytical and use data to acquire insights.
- DUTIES** : Research, develop and update financial governance norms and standards; Monitor, evaluate and report on compliance with the Public Finance Management Act; Maintain and implement the Financial Management Capacity Maturity Model or other relevant governance monitoring; Maintain, rollout and update the Governance Framework according to the need of the environment; Annual analysis and evaluation of audit outcomes and submission of reports to Cabinet and SCOPA; Support institutions with implementation of the governance framework; Project Management.
- ENQUIRIES** : Mr J Facoline Tel No: (021) 483 4388.

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
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candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 26/249 : **OFFICE MANAGER: OFFICE OF THE CHIEF DIRECTOR: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 56/2026**

SALARY : R487 197 - R537 897 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher; A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

DUTIES : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms A Van Reenen Tel No: (021) 483 9392

POST 26/250 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DSD 58/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in finance; A minimum of 2 years' experience in Financial Management. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statements, Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process; Skills needed: analytical, problem-solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), and numerical and mathematical. Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and

understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems. Commented [KH1]: Please add the relevant knowledge that the job holder is required to have. Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; knowledge and understanding of the functioning of the province and the activities of sister departments/related functional areas. Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of performance management system in general; Knowledge and understanding of the national and Provincial Treasury Regulations; knowledge and understanding of the Division of Revenue Act (DoRA); knowledge and understanding of Generally Accepted Accounting Principles (GAAP); knowledge and understanding of the Basic Accounting System (BAS) and PERSAL systems; knowledge and understanding of budget and MTEF processes.

DUTIES : Provide budgeting and planning services; Provide budget monitoring and reporting services; Implement and maintain financial management policies and processes; Maintain financial Information and knowledge management; Coordinate budget inputs from Head Office, SDA's, Chief Directorates and Facilities; Assist with the compilation of the Medium Term Expenditure: Framework (MTEF) budget; Compile and manage Adjustments Budget submissions; Capture and maintain approved budgets and adjustments on BAS; Align departmental budgets with strategic plans, APPs and operational plans; Perform costing of programmes, projects and policy initiatives; Analyse affordability and funding availability.

ENQUIRIES : Jeanine Abercrombie Tel No: (021) 483 3927

POST 26/251 : **SOCIAL WORKER ATLANTIS AND BERGRIVER SDA REF NO: DSD 57/2026 (X2 POSTS)**

SALARY : Grade 1: R338 206 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in social work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a social worker: Registration with the South African Council for Social Service Professions as a social worker, **Grade 1:** No experience. **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and knowledge management, protocol and professional ethics, Relevant legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Written and verbal communication, report writing, self-management, motivation, Good planning and organizing, Problem-solving and analytical Computer literacy, Presentation and facilitation, Client orientation and customer focus; Ability and competence to assist, develop,

	advocate for, and empower individuals, families, groups, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1 Good communication skills, Report-writing skills, Self-management skills; Motivation skills; Good planning and organizing skills; Problem-solving and analytical skills; computer literacy, presentation and facilitation, and client orientation and customer focus.
<u>DUTIES</u>	: Render a social work service about the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' continuous professional development. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	: Ms I Koen Tel No: (021) 840 3500

WESTERN CAPE MOBILITY DEPARTMENT

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

<u>POST 26/252</u>	: <u>PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 93/2025 R1</u>
<u>SALARY</u>	: R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	: Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	: Grade 12 (equivalent or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to regularly travel away from the office.

DUTIES

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

ENQUIRIES

: Mr J Mostert Tel No: (021) 483 0138/1