



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 27 OF 2026

DATE ISSUED 31 JULY 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF PLANNING MONITORING AND EVALUATION:** Kindly note that the following Chief Director: Planning Alignment with Ref No:07/2026, Chief Director: Public Service with Ref No: 07/2026, Senior Capacity Development Specialist with Ref No: 08/2026 and Head of Office of the Director-General with Ref No: 02/2026 were advertised in Public Service Vacancy Circular 26 dated 24 July 2026, the closing date has been amended the 17 August 2026. The candidates who already apply are not required to re-apply.

PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the following position that was advertised in Public Service Vacancy Circular 02 dated 23 January 2026 with closing date of 06 February 2026, Director: Community Development with Ref No: DSDFS 05/26 has been withdrawn.

PROVINCIAL ADMINISTRATION: KWAZULU NATAL: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following posts were advertised in Public Service Vacancy Circular 26 dated 24 July 2026, Works Inspector: Structural: Centre, Harry Gwala-Ixopo with Ref No: WI/STRUCT/HG/SR26; Works Inspector: Mechanical: uMgungundlovu-PMB with Ref No: WI/MECH/UMG/SR26, Requirements: computer literacy and driver's license was erroneously omitted. Administration Officer: Acquisition: Zululand Sub-District, Nongoma with Ref No: AO/ZSD/ACQ/26 was erroneously advertised with R413 001 per annum (Level 08). However, the approved salary level for this post is R338 106 per annum (Level 07).

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF SPORT, ARTS AND CULTURE: hereby request for Erratum of the vacant advertised posts on Circular no.25 of 2026. The Limpopo Department of Sport, Arts and Culture herein extend the closing date from the 10th of August 2026 to 24th of August 2026. The rest of the contents of the advertisement remain unchanged.

PROVINCIAL ADMINISTRATION: NORTHERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT & TOURISM: Kindly note that the following post was advertised in the Public Service Vacancy Circular 26 dated 24 July 2026, Deputy Director with Ref No: NCDEDAT/2026/06 (X1 Post). Please note that the Job Title of the position is amended to: "Deputy Director: Communications": NCDEDAT/2026/06 (X1 Post).

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF PUBLIC WORKS AND ROADS: Kindly note that the following X5 Posts were advertised in Public Service Vacancy Circular 25 dated 17 July 2026 namely: Director: Financial Accounting with Ref No: H/O 38/2026 (X1 Post), Centre: Head Office-Mahikeng, Director: Management Accounting with Ref No: H/O 39/2026 (X1 Post), Centre: Head Office-Mahikeng, Director: Human Resource Management with Ref No: H/O 40/2026 (X1 Post), Centre: Head Office-Mahikeng, Director: Property Management (IAM), Ref No. H/O 41/2026 (X1 Post), Centre: Head Office-Mahikeng, Deputy Director: Financial Monitoring & Reporting with Ref No: H/O 42/2026 (X1 Post), Centre: Head Office-Mahikeng; the request is to extend the closing date from 31 July 2026 to 07 August 2026.

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 17 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.

ERRATUM: kindly take that the following two (02) positions, namely: Chief Director: Cooperatives Development with Ref No: 3/3/1/67/2025 advertised in the Public Service Vacancy Circular 11 dated 27 March 2026 and Scientific Technician Production Grade A with Ref No: 3/3/1/37/2026 advertised in the Public Service Vacancy Circular 18 dated 29 May 2026, they are been withdrawn. The Department likes to apologise for any inconvenience this withdrawal might cause.

OTHER POSTS

<u>POST 27/01</u>	:	<u>SCIENTIST PRODUCTION (GRADE A-C) REF NO: 3/3/1/64/2026</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R791 604 – R1 189 767 per annum, (OSD), (all-inclusive package structured in accordance with the OSD rules)
<u>CENTRE</u>	:	Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 Certificate and BSc Honours (Chemistry). Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Job Related Work Experience: Three (3) years post-qualification experience. Job Related Knowledge: Applicants must have knowledge of Public Service and Departmental prescripts/policies. Public Finance Management Act (PFMA). Agricultural Products Standard Act 119 of 1990. Liquor Product Act 60 of 1989. Job Related Skills: Programme & project management. Scientific methodologies. Research & development. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgment. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organizing. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals. A valid drivers' license.
<u>DUTIES</u>	:	Develop and implement methodologies, systems and procedures. Identify (in consultation with customers) needs for new methods of analysis. Identify gaps and develop appropriate interventions. Provide scientific advice and support. Develop working relations with client base. Provide scientific data, information and advice as required. Review scientific publications. Perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Formulate proposals and compile reports. Develop and customise scientific techniques. Coordinate and conduct the routine testing of agricultural food. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and Development. Mentor, train and develop staff in order to promote skills/knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.
<u>ENQUIRIES</u>	:	Ms Xoliswa Tlali Tel No: (021) 809 1643
<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 SPrecruit64@nda.gov.za
<u>NOTE</u>	:	EE Target: African, Coloured Males and persons with disability.
<u>POST 27/02</u>	:	<u>RESOURCE CONSERVATION INSPECTOR REF NO: 3/3/1/65/2026</u> Directorate: Climate Change and Disaster Risk Reduction
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Northern Cape: De Aar
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture/Environmental Management/Nature Conservation/Pest Management (NQF 6). A minimum of two (2) years relevant experience. Job Related Knowledge: Agricultural Pest Act, Natural Environmental Management Act, Natural Environmental Management Biodiversity Act. Knowledge of policy development. Public Service Act. Public Service Regulations, Public Finance Management Act. Labour Relations Act, Water Act. Job Related Skills: Geographical Information System skills. Policy development and analytical skills. Research and monitoring skills. Leadership skills, Negotiation Skills, Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Inspection and auditing skills. Problem solving and analysis. Facilitation and coordination skills. Computer skills. Ability to act with tact and discretion. A valid drivers' license. Ability to work extended hours. Extensive travelling.

DUTIES

: Surveillance, assess, activate and monitor locust outbreak (control). Response to locust outbreak reported to verify the outbreak. Conduct ecological risk assessment in the area. Organise and plan control. Inspection and monitor control units. Conduct post control evaluation (impact assessment). Identifying and make recommendation for research needs. Manage the storage of chemicals in the district locust areas Surveillance, assess, execute and monitor blackfly outbreak. Monitor and evaluate blackfly larvae population. Identify the position of the rapids (control site). Administer trial to determine the dosage rate for each rapid in preparation of the control operations. Execute control operation. Conduct post control monitoring and evaluation to determine the impact of the control action. Identifying and make recommendation for research needs/challenges and solution. Surveillance, assess, activate and monitor quelea (bird) outbreak. Response to outbreak report for verification. Conduct pre-inspection / evaluation to determine the extent of the outbreak, Conduct the ecological risk assessment of the area. Plan, organise, co-ordinate and manage control operation. Conduct post control monitoring for remediation/sanitary and evaluation of the impact. Identifying and make recommendations for research needs/challenges and solutions. Conduct training and awareness campaigns. Identify, planning and organising of training. Training of prospective migratory pest outbreak controllers. Conduct awareness campaign. Management of Migratory Pests Data. Capturing outbreak data. Mapping of data areas.

**ENQUIRIES
APPLICATIONS**

: Dr Ikalafeng B Kgakatsi Tel No: (012) 319 6775
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email NCIrecruit65@nda.gov.za

NOTE

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

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application Sechele.O@dbe.gov.za/Monyela.N@dbe.gov.za/Segowa.M@dbe.gov.za/Kumalo.N@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- CLOSING DATE** : 17 August 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full detail of the outlined requirements and course information can be sourced by following the link [https://www.thensg.gov.za/training-course-SMS-pre-entry programme](https://www.thensg.gov.za/training-course-SMS-pre-entry-programme). 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.

MANAGEMENT ECHELON

- POST 27/03** : **CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION REF NO: DBE/59/2026**
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication
- SALARY** : R1 554 696 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised qualification at NQF level 7 in Communication, Marketing, Public Relations or a related field, as recognised by SAQA. A relevant NQF level 8 or higher qualification, as recognised by SAQA, will be an added advantage. The incumbent must have a minimum of ten (10) years' experience in communication, public relations, media liaison, marketing, content development and/or internal communications, of which at least five (5) years must have been at senior management level. Proven experience in strategic communication, media liaison, public relations, stakeholder communication, marketing campaigns, content development and internal communications will be required. Experience in the education sector, public

sector, intergovernmental environment, or a similarly complex stakeholder environment requiring high-level media liaison, crisis communication and stakeholder management will be an added advantage. 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, Financial Management and Change Management, promotion communication, innovation and creativity, and the ability to prepare speeches. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's licence and be willing to travel extensively.

DUTIES

: The successful candidate will be responsible for providing effective communication services to the Minister, the Department of Basic Education (DBE) and Education Departments in the provinces; Responsible for leading communication strategies for the Minister, DBE and provinces; Managing communication campaigns; Managing urgent and unplanned communication matters; Responding to deadlines and quality inputs; Overseeing and providing strategic direction in the development and implementation of communication channels and strategies for the Ministry, the Department of Basic Education and Provincial Education Departments; Overseeing, implementing and managing communication campaigns for the Department of Basic Education and providing support to communication campaigns undertaken by the Ministry of Basic Education, where required; Ensuring effective management and utilisation of appropriate communication channels for the Ministry and the Department of Basic Education; Building and sustaining a positive reputation for the Ministry and the Department of Basic Education; Managing planned, unplanned and urgent communication matters for the Ministry, where requested, and for the Department of Basic Education; Arranging media and press conferences; Responding to media enquiries; Responding timeously to deadlines and providing quality inputs into matters that affect the Ministry and the Department of Basic Education; Overseeing strategic content development, public relations, stakeholder communication, media liaison and internal communication functions in support of the Department's priorities and the broader basic education sector; Supporting delegated tasks from the Minister, Deputy Minister, DG, HEDCOM and CEM; and ensuring proper financial, administrative and personnel management. Ensuring that appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education, relevant Public Service and Administration policies and the Public Finance Management Act.

ENQUIRIES

: Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

POST 27/04

: **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/60/2026**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative services

SALARY CENTRE REQUIREMENTS

: R1 554 696 per annum, inclusive salary package
: Pretoria
: An appropriate Bachelor of Laws degree (LLB) or equivalent legal qualification (NQF level 7) recognised by the South African Qualifications Authority (SAQA); Admission as an attorney or advocate in South Africa; The successful candidate must be in good standing with the relevant professional regulatory body. A minimum of 10 years' relevant post-qualification legal experience, of which at least 5 years must be at senior managerial level; Experience in the interpretation, development, implementation and/or litigation of legislation, policies and regulations within the education sector or a comparable public sector environment; Demonstrable experience in education law, including experience in advising on, developing, interpreting or implementing education legislation, regulations or policy, is an essential requirement; Proven experience in constitutional law, administrative law, legislative drafting and regulatory development, public sector litigation and regulatory governance will be an advantage; Knowledge of Administrative law and constitutional law as applied to the education sector; Ability to deliver legal advisory services to government departments, public entities or statutory bodies. Process competencies: Knowledge management; problem-solving and analysis; client orientation and customer focus; communication; negotiation; stakeholder

management; and risk management. Core Competencies The post requires a person with excellent Strategic capability and leadership; people management and empowerment; financial management; change management; programme and project management; and service delivery innovation. leadership and strategic management skills, Excellent written and verbal communication; Computer skills; Research and policy formulation; Presentation skills; Analytical and problem-solving skills; Candidates must be confident, trustworthy, accurate, adaptable and diplomatic.: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion communication.

DUTIES : The successful candidate will be responsible for providing strategic leadership and management to the Chief Directorate: Legal and Legislative Services, comprising the Directorates: Litigation and Advisory Services and Legislative Services. Provide high-level, independent and practical legal advice to the Minister, Director-General and the Department on constitutional, administrative, education and public law matters. Managing and overseeing litigation involving the Minister, the Director-General and the Department, including the development of litigation strategy, the instruction of the State Attorney and external counsel, and the monitoring of court orders and settlements. Leading and overseeing the drafting, amendment, interpretation and implementation of education legislation, regulations and related legal instruments. Coordinating and monitoring the Department's legislative programme and ensuring that proposed legislation and policy are constitutionally and legally sound. Providing legal support, where appropriate, to provincial education departments on matters affecting the national basic education system. Advising on the legal mandates, governance and administration of statutory bodies falling within the basic education portfolio. Drafting, reviewing and negotiating national and international agreements, memoranda of understanding and other legal instruments. Developing and maintaining systems for legal risk management, compliance monitoring and the implementation of legal opinions and court orders. Managing the Chief Directorate's human, financial and operational resources and ensuring effective performance, accountability and service delivery.

ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

OTHER POST

POST 27/05 : **DEPUTY DIRECTOR REF NO: DBE/50/2026 (X3 CONTRACT POSTS WITH AN OPTION TO RENEW)**
Branch: Delivery and Support
Chief Director: NEEDU

SALARY : R1 101 468 per annum
CENTRE : Pretoria
REQUIREMENTS : The applicants must be in possession of an appropriate three-year (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years' relevant experience as an Assistant Director or equivalent level in the education sector; A sound knowledge of the education policy and legislation environment; Must have a strong language competency in Sepedi, Setswana or isiZulu; Knowledge of matrix and project management; Experience in qualitative and/or quantitative research methodology; Ability to work under pressure and meet deadlines; Ability to work independently without supervision to meet targets; Sound analytical skills; Report writing and presentation skills, including MS PowerPoint presentation skills; Strong communication (verbal and writing) skills; Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Willingness to work extensive hours and be prepared to travel; A valid driver's licence; Passion to make a positive contribution to South African education.

DUTIES : The successful candidate will be liaising with district officials and school management teams to prepare for evaluations/research; Conducting independent research/evaluation in sampled schools, districts and provincial offices following prescribed evaluation protocol and evaluation instruments; Analysing data using appropriate qualitative and quantitative tools or techniques; Providing a clear assessment of the state of teaching and learning in all schools, districts and provincial offices evaluated, this will include collecting and analysing data; As an integral part of a school evaluation process, observe educators in practice using approved instruments; Writing,

editing and analysing reports as well as provide recommendations for improvement; Collating reports from different members of the evaluation team; Analysing research/evaluation reports to identify emerging trends within districts and schools; Conducting document analysing and preparing reports with recommendation regarding the course of action that the Basic Education Sector needs to take; Verifying the findings of a school self-evaluation; Contributing to standards setting in education; Sharing research findings in different platforms and structures; Identifying problem areas within the basic education sectors and outline action research, which seek to address them; Performing any other functions as deemed appropriate by the Supervisor within the ambit of labour law.

ENQUIRIES

: Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

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. Blacks and Whites are encouraged to apply. 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** : Indicate the reference number and position you are applying for on your application form (Z83) and send your complete application to: The Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Corner WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Corner Church and Schubart Street) OR you can submit your application online at: <https://careers.dcs.gov.za/>
- CLOSING DATE** : 18 August 2026 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches the Department of Correctional Services before closing date.
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. 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. A pre-entry certificate from the National School of Government (NSG) is required from all applicants prior to appointment. The full details of the SMS pre-entry course are obtainable on: **Certificate for entry into the SMS (Senior Management Service) | thensg** 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/s and criminal records verification. Appointment to some of these posts 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 will be taken on the day of the interview. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and 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 send a separate and complete application for each post you are applying for, stating the correct reference for each position you are interested in. 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. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

- POST 27/06** : **CHIEF DEPUTY COMMISSIONER: INCARCERATION AND CORRECTIONS**
REF NO: HO 2026/07/01
- SALARY** : R1 919 241 per annum, (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	: National Head Office: Pretoria
	: A postgraduate qualification (NQF level 8) in Behavioural Sciences/ Social Sciences/Public Administration or equivalent as recognised by the South African Qualifications Authority (SAQA). (8) Years' senior managerial level experience in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Security Clearance. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of the public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Knowledge and understanding of Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Understanding of DCS Environment, parole administration, tracing, community mobilisation, corrections management, remand detention, management of overcrowding, security, continuous risk assessment tool, personal development, relevant prescripts, case management, social cohesiveness, screening and assessment, care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking, communication, project management, presentations, report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking / liaison with stakeholders, negotiation, organising, conflict management and analytical thinking. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection.
<u>DUTIES</u>	: Manage incarceration and design, develop and review policies, procedures and guidelines for inmate management within the Department of Correctional Services in line with the Correctional Services Act and the White Paper on Corrections. Review and evaluate inmate management processes such as inmate discipline, re-integration, and inmate investigations. Ensure effective correctional security operations and the safe custody of all incarcerated persons, while maintaining a safe and secure environment that supports the rehabilitation of offenders and those under community corrections. Ensure safe and secure DCS facilities and provide security standards services with respect to DCS. Design, develop and facilitate infrastructure and facilities maintenance programmes. Ensure that facilities are kept at required minimum standards set out by the relevant legislation, national and local standards, in particular, DCS requirements. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	: Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 27/07</u>	: <u>REGIONAL COMMISSIONER</u>
<u>SALARY CENTRE</u>	: R1 919 241 per annum, (all-inclusive package)
	: Eastern Cape region Ref No: HO 2026/07/02
	: Free State and Northern Cape region Ref No: HO 2026/07/03
<u>REQUIREMENTS</u>	: A postgraduate qualification (NQF level 8) in Public Administration / Law / Criminology / Social Sciences or equivalent qualification as recognised by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). 8 -10 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation

		management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Provide strategic leadership in ensuring effective, efficient and economic management of the region to realise policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Management of Justice, Crime Prevention, Security cluster and other stakeholders in the region. Manage the development and implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/08</u>	:	<u>DEPUTY COMMISSIONER: DEVELOPMENT REF NO: HO 2026/07/04</u>
<u>SALARY</u>	:	R1 582 272 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Behavioural Sciences/Social Sciences or equivalent. 5 years' experience at a Senior Managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Security Clearance. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of the public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Knowledge and understanding of Public Service policies and mandates. Knowledge of all relevant legislation, norms and standards. Applied Strategic Thinking, Professional values and attitudes, Leadership interdisciplinary systems. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Communication, presentation, report writing, problem solving, negotiation and organising skills. service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making. Networking/liaison with stakeholders. Conflict management. Analytical thinking. Policy development, analysis, monitoring, evaluation and implementation advice.
<u>DUTIES</u>	:	Manage the provision and delivery of psychological services within the department. Manage, develop and design psychological programs for offenders. Develop and manage therapeutic and counselling Services. Manage the provision and delivery of social work services within the department. Ensure the development, alignment, implementation of and compliance with departmental policies, procedures and applicable legislation to social work services. Ensure the provision, maintenance and enhancement of social work programmes and services according to the set standard. Manage and coordinate the provision and delivery of spiritual care services. Manage spiritual care program design and development. Ensure implementation of systems and tools for effective functioning of spiritual care. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/09</u>	:	<u>DEPUTY COMMISSIONER: FACILITIES PLANNING AND PROPERTY MANAGEMENT REF NO: HO 2026/07/05</u>
<u>SALARY</u>	:	R1 582 272 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Building Sciences or equivalent. Registration with Building related professional body. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Five [5] Years of experience at a senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of the public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus financial management. Change management. People management and empowerment. Pandramme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Manage and ensure the upgrading of existing buildings, building of new facilities or replacement of facilities. Manage the stakeholder relations with the Department of Public Works and IDT. Provide leadership and strategic direction within the Chief Directorate. Manage compliance to Government-wide Immovable Asset Management Act (GIAMA). Establish cost-effective (i.e maximum and minimum) size of correctional centres that include SIR project and other projects. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/10</u>	:	<u>DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HO 2026/07/06</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Management Services, Operations Management, Human Resources Management or equivalent qualification. Five (5) years middle/senior management experience in the relevant field. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Transformation and change management. Knowledge of HR policies, job evaluation and performance management. Establishment control and PERSAL management. Organizational, training development and employee's performance. Understanding of Public Service policy and legislative framework. Financial management skills, strategic capability and leadership. Policy development, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation and decision making. People management, empowerment, integrity and honesty. Confidentiality, interpersonal relations, assertiveness and ability to network. Diplomacy, tactful, Influence and impact.
<u>DUTIES</u>	:	Design, develop and maintain the DCS organisational functional structure. Conduct organisational assessments to identify structure gaps, duplications and areas for optimisation. Develop and review functional structures aligned to legislative frameworks, mandates and strategic objectives. Prepare organisational design reports, motivation documents and structural map updates. Ensure alignment of functional structures with approved business processes and service delivery models. Design, develop and maintain the DCS post establishment and related norms. Develop and update post establishment frameworks, norms and standards based on organisational requirements.

Analyse workforce distribution to identify shortages, surpluses and optimisation opportunities. Develop post provisioning models and scenario planning to support decision making. Prepare and submit establishment reports for internal and external stakeholders. Manage post provision and allocation of posts as well as reporting thereof. Facilitate the allocation, reallocation and redistribution of posts based on needs analysis. Review and approve requests related to post creation, abolition, upgrading or transfers. Ensure that post allocation processes comply with legislation, budget constraints and HR policies. Liaise with finance to ensure coherence between funded posts and the compensation budget. Manage and implement human resource planning strategies and processes. Develop and implement the annual and MTF HR planning frameworks. Conduct environmental scanning and workforce analysis to determine HR risks and capacity requirements. Coordinate workforce forecasting, succession planning and talent management support. Compile the Workforce Plan and ensure submission in line with legislative requirements. Monitor implementation of HR planning interventions and make recommendations for improvement. Management of human resources, finance, assets and performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174

NOTE : Appointment under the Correctional Service Act

POST 27/11 : **DIRECTOR: CORE CURRICULUM REF NO: HO 2026/07/07**

SALARY : R1 340 691 per annum, (all-inclusive package)
CENTRE : National Head Office: Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resources Development, Human Resource Management or equivalent qualification. Five [5] years middle/senior management experience in the relevant field. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: HR policies, transformation and change management. Empathy, analytical and compliance. Organisational development and training. Conflict resolution and employee's performance. Understanding of Public Service policy and legislative framework. Financial management skills, strategic capability and leadership. Policy development and programme management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation and decision making. People management and empowerment. Integrity and honesty. Confidentiality, interpersonal relations and assertiveness. Ability to network, diplomacy and tactful.

DUTIES : Develop and maintain curriculum and DCS training units. Develop processes for all core curriculum programmes, ensuring alignment with organisational objectives and occupational standards. Review and update training curricula regularly to ensure they remain relevant, competency-based and aligned to legislative changes. Conduct research and benchmarking on training best practices to inform curriculum enhancement. Coordinate curriculum development workshops with subject matter experts and instructors. Provide support and guidance to training units on curriculum implementation and interpretation. Manage the provision of basic training in line with the Correction Service Learnership. Ensure that all basic training curricula and learning materials meet NQF and SAQA standards and requirements. Coordinate the scheduling, delivery and administration of basic training programmes across training centres. Oversee the monitoring and evaluation of basic training to assess quality, learner progress and programme effectiveness. Facilitate and monitor both theoretical and workplace experiential learning phases in accordance with learnership guidelines. Ensure that programme implementation aligns with departmental training policies and legislative frameworks. Support trainers and facilitators through capacity-building initiatives and provision of required resources. Manage the provision of orientation and induction. Manage the review, updating and quality assurance

of the orientation and induction manual to ensure relevance and accuracy. Plan, coordinate and oversee the implementation of the orientation and induction programme. Provide guidance and support to facilitators responsible for delivering induction sessions. Ensure proper documentation, attendance records and evaluation reports are maintained. Ensure effective management and administration of colleges and the provision of firearm training in line with the Firearms Control Act. Ensure that firearm training curricula and learning materials comply with the Firearms Control Act and other regulatory requirements. Ensure consistent monitoring and evaluation of firearm training to assess learner competence and training effectiveness. Manage the verification and assessment processes related to firearms competency certification. Ensure compliance with departmental policies, statutory requirements and safety protocols relating to firearm use and training. Conduct risk assessments and ensure that training facilities meet safety and security standards. Management of human resources, finance, assets and performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174

NOTE : Appointment under the Correctional Service Act

POST 27/12 : **DIRECTOR: FORMAL EDUCATION AND SKILLS DEVELOPMENT REF NO: HO 2026/07/08**

SALARY : R1 340 691 per annum, (all-inclusive package)
CENTRE : National Head Office: Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Education/Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Five [5] years' experience at a middle/senior managerial level in a similar environment. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Knowledge of all legislation, norms and standards that governs education and skills development. Knowledge of PFMA – compilation of budgets, estimation, expenditure & reporting. Understanding of DCS environment. Knowledge and understanding of Public Service policies and mandates. Understanding of justice cluster. Knowledge of relevant prescripts, social cohesiveness and quality improvement. Applied strategic thinking and networking/liaison with stakeholders. Project management and analytical thinking. Presentation and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Decision making, problem solving, negotiation and organising. Communication and conflict management. Policy development, analysis, monitoring, evaluation and implementation advice.

DUTIES : Manage, develop and design Formal Education curriculum programs in line with South African Qualification Authority standards (SAQA). Manage, develop and design formal education curriculum programs and strategies for offenders. Manage formal curriculum administration for offenders. Develop and manage the rollout of formal education and training of offenders in line with frameworks and departmental policies and procedures. Manage the coordination of formal training. Manage, develop and design skills development curriculum programs and strategies for offenders in line with South African Qualification Authority standards (SAQA). Manage skills development curriculum administration for offenders. Manage and ensure proper research and development of the program. Develop and manage the rollout of skills development training for offenders in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the coordination of the skills training. Identify risk factors and ensure monitoring and evaluation of formal education and skills development programs services. Develop strategies for monitoring and evaluation of the formal education and skills development programs. Ensure the effective and efficient management skills development monitoring tools. Management of human resources, finance, assets and performance information.

<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/13</u>	:	<u>DIRECTOR: SOCIAL WORK SERVICES REF NO: HO 2026/07/09</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work or equivalent. Five [5] years of experience at a middle/senior managerial level in a similar environment. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Knowledge of professional counselling and social work services. Building and sustaining relationships in primary health care. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Manage, develop, design, implementation, administration and evaluation of services and programmes in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage social support services. Manage and monitor the coordination of special categories for inmates. Ensure the coordination of outreach programmes to educate others about psychosocial related problems. Plan and ensure that social work research is undertaken. Liaise and attend meetings with external stakeholders as part of stakeholder engagement. Management of human resources, finances, assets and performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/14</u>	:	<u>DIRECTOR: AREA COMMISSIONER</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape region: East London Ref No: HO 2026/07/10) Free State and Northern Cape region: Colesburg Ref No: HO 2026/07/11 Limpopo, Mpumalanga and North West region: Bethal Ref No: HO 2026/07/12 Western Cape region: West Coast Ref No: HO 2026/07/13
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Administration / Law / Criminology / Criminal Justice / Social Sciences or equivalent qualification as recognised by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Five [5] years of experience at a middle/senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

<u>DUTIES</u>	:	Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/15</u>	:	<u>REGIONAL HEAD: FINANCE</u>
<u>SALARY CENTRE</u>	:	R1 340 691 per annum, (all-inclusive package)
	:	Gauteng Region Ref No: HO 2026/07/14
	:	Western Cape Region Ref No: HO 2026/07/15
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting / Financial Management / Cost Management Accounting or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Five [5] years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making, people management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of Public Service policy and legislative frameworks. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.
<u>DUTIES</u>	:	Support and advice the Regional Commissioner and senior managers on finance and supply chain management matters. Effective management of financial accounting. Effective management of management accounting. Effective management of logistic administration. Effective management of procurement and contract management processes. Management of the external audit process. Effective risk management to ensure compliance with the risk management plan of the DCS. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/16</u>	:	<u>REGIONAL HEAD: INCARCERATIONS, CORRECTIONS AND REHABILITATION</u>
<u>SALARY CENTRE</u>	:	R1 340 691 per annum (all-inclusive package)
	:	Free State and Northern Cape Region Ref No: HO 2026/07/16
	:	Western Cape Region Ref No: HO 2026/07/17
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Five (5) years of experience at a middle/senior managerial level. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal

		Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Policy development, communication, project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity, honesty, confidentiality and interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy, tactful, influence and impact.
<u>DUTIES</u>	:	Ensure a safe and secure environment for members of the public, personnel and persons legally entrusted to our care. Manage health care services and incarceration management. Manage and oversee self-sufficiency and sustainability programs and services. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/17</u>	:	<u>AREA COORDINATOR: FINANCE REF NO: HO 2026/07/18</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KwaZulu Natal Region: Durban Management Area
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Financial and Management Accounting or equivalent. Five (5) years of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Understanding of Treasury Regulations, Tax Legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes. Competencies and Attributes: Communication skills. Financial and management accounting knowledge. Managerial skills. Change management skills. Strategic leadership. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Project and programme management. Ability to make and implement decisions.
<u>DUTIES</u>	:	Manage and render supply chain management services in the management area. Coordinate the rendering of procurement and demand services. Render logistics and disposal management services. Manage and render financial and management accounting services in the management area. Manage and monitor the effective utilisation of the management area budget. Manage the collection of revenue in the management area. Manage and render financial accounting services in the management area. Render and monitor expenditure control. Develop and implement strategies to ensure compliance to set internal controls within the department. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/18</u>	:	<u>REGIONAL HEAD: FACILITIES REF NO: HO 2026/07/19</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape region
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Five [5] years of experience at a middle/senior managerial level

in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Programme and project management. Engineering, legal and operational compliance. Engineering and operational communication. Process knowledge and skills, mobile equipment operating and maintenance skills and knowledge. Engineering design and analysis knowledge. Research and development. Computer aided engineering applications. Creating high-performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication, people management, planning, organising, conflict management and negotiation skills. Change management.

DUTIES : Responsibilities: The coordination of policy. Implementation of new policies, procedures and standards. Monitoring of effectiveness of policies, procedures and standards. Maintain operational effectiveness. Implement maintenance strategy through the provision of appropriate structures, systems and resources. Quality assessment of facilities. Assessment of facilities on a continuous basis to ensure that proper maintenance is carried out and documented and maintenance teams are properly trained, housed, financed and equipped for their task. Ensure adherence to OHS Act. Ensure training is affected as required by the OHS Act. Ensure continuous updating of the building and maintenance programme for the region. Ensure that priorities in the building and maintenance programme are still in line with departmental strategies and objectives. Ensure the effective and cost-efficient provision of municipal services in the region. Ensure that payment for services are done in a timeous manner. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174

NOTE : Appointment under the Correctional Service Act

POST 27/19 : **DIRECTOR: HEAD OF CORRECTIONAL CENTRE REF NO: HO 2026/07/20**

SALARY : R1 340 691 per annum, (all-inclusive package)
CENTRE : Gauteng region: Johannesburg Medium B
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. Five (5) years of experience at a middle/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Top secret security classification will be an added advantage. Successful completion of corrections science learnership/basic training. Experience and knowledge of the South African Correctional System and Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act (PFMA), with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies And Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

<u>DUTIES</u>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/20</u>	:	<u>DIRECTOR: INFORMATION MANAGEMENT REF NO: HO 2026/07/21</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 07) as recognised by SAQA in Information and Knowledge Management or equivalent. Five (5) years' experience at middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). In-depth knowledge of information and records management. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Understanding of Public Service policy and legislative framework. Strategic capability and leadership. Training and development. Project and programme management. Financial management and Transformation management. Change management. High level of integrity and honesty. Coaching and mentoring. Good work ethic. Confidentiality. Interpersonal relations. Service delivery and client orientation. Accountability. Plan, organise, lead and control. Policy development. Diversity management. Facilitation, communication, conceptual, problem solving, decision making and presentation skills.
<u>DUTIES</u>	:	Information governance and records management. Oversee implementation of departmental records management framework. Oversee knowledge management and institutional learning. Manage knowledge management strategy implementation. PAIA Administration and access to information. Management of PAIA requests. POPIA compliance and personal information protection. Develop and implement POPIA policies, procedures and compliance roadmap. Capacity building and compliance culture. Develop and implement training and awareness programmes. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 27/21</u>	:	<u>DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: HO 2026/07/22</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Finance/ Auditing/ Supply Chain Management. A certificate for entry into the

Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). A minimum of five [5] years' experience at middle/senior managerial level within the relevant field. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Knowledge of financial prescripts (MCS and GRAP). Knowledge of Public Service financial legislative frameworks, Public Finance Management Act (PFMA), National Treasury Regulations (Directives, instruction notes and guidelines), budget management processes and procedures and supply chain management framework. Knowledge and understanding of Government Financial systems (PERSAL, LOGIS, BAS). Knowledge of asset management, procurement and business practices. Knowledge of strategic planning, budgeting, auditing and risk management. Stakeholder engagement and change management. Strategic capability and leadership. Programme and project management. Financial management. People management and empowerment. Ability to develop, interpret and apply policies, strategies and legislation. Problem solving, communication and analysis skills.

DUTIES : Ensure effective monitoring of compliance with the Treasury Regulations, Modified Cash Standard or Generally Recognised Accounting Practice (GRAP) and other Prescripts impacting on Finance and Supply Chain Management (SCM). Ensure sound internal controls and reporting systems through conducting assessments, determination on finance and supply chain systems for non-compliance. Provide a framework for financial and supply chain risk assessment through the development and overseeing of systems for uniform handling of non-compliance issues and proper reporting. Ensure effective audit coordination, both for Internal Audit and the office of the Auditor-General of South Africa for timeous resolution of audit queries. Manage the provision of fraud prevention and loss management. Provide a monthly report to National Treasury and the Chief Financial Officer on reported cases of irregular, fruitless and wasteful expenditure. Oversee and monitor the implementation of compliance programs. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174

NOTE : Appointment under the Correctional Service Act

POST 27/22 : **DIRECTOR: FACILITIES FUND MANAGEMENT REF NO: HO 2026/07/23**

SALARY : R1 340 691 per annum, (all-inclusive package)
CENTRE : National Head Office: Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration / Business Management / Administration / Business Administration or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory (required from all applicants prior to appointment). Five [5] Years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Effective management of members' financial and other interests by ensuring sound financial management of the fund. Assist regions in the establishment of clubs and setting up trading points. Effective management of the widow and

orphan fund. Management of the Protea–Karridene agreement and fund modernisation projects. Continuously ensuring compliance with all policies, rules and regulations within the department and those affecting the fund. Effective risk management to ensure compliance with the risk management plan. Efficient and effective management of the national sport fund and interest free study loans. Report on quarterly basis to the board of trustees on the funds' strategic issues and developments. Ensuring that treasurers are trained on the applicable finance systems/software as well as on general financial management. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES

: Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174

NOTE

: Appointment under the Correctional Service Act

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 17 August 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal

opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 27/23</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: HR4/26/08/01HO</u>
<u>SALARY</u>	:	R1 554 696 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Supported Employment Enterprise, Silverton
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 as Recognized by SAQA in Business Administration / Public Management / Business Management / Commerce / Economics / Industrial Engineering / Mechanical Engineering / Manufacturing Management / Operations Management / Public Management. A valid driver's licence. Five (5) years experience at a Senior Managerial level in the manufacturing or operations environment. Knowledge: Manufacturing and production, Planning, evaluating and governance, Treasury Regulations, Sound Support Employment Enterprise concepts, Employment and labour Market challenges in South Africa, National Development goals, Public Service Act, Finance, Human resource, Operations and marketing, Research and development. Skills: Leadership, Planning and organising, Communication, Diversity management, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Lead and direct the implementation of the Enterprise's strategic plan, business plan and objectives. Ensure sound corporate governance, risk management and compliance. Lead and direct all Operations of the Enterprise. Drive business development, market positioning and Enterprise growth. Lead and direct performance monitoring, evaluation and Enterprise reporting. Provide Strategic leadership, support and advice to the SEE regarding financial management functions and ICT practices. Lead the management of human Resource Operations in the Enterprise. Lead the management of Human Resource Development, Performance Management and Employee Health and Wellness functions in the Enterprise.
<u>ENQUIRIES</u>	:	DDG: PES, Mr S Morotoba Tel No: (012) 309 4783
<u>APPLICATIONS</u>	:	Chief Director: Head Office: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or email: Jobs-HQ10@labour.gov.za

OTHER POSTS

<u>POST 27/24</u>	:	<u>DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION REF NO: HR4/26/08/02HO</u>
<u>SALARY</u>	:	R932 292 per annum, (all- inclusive salary package)
<u>CENTER</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at (NQF 6) as recognised by SAQA in Information and Communication Technology / Computer Science / Information Science. Cobit/ ITIL Fundamentals, CCNA, CompTIA Security+, Certified Ethical Hacker (CEH) and CompTIA CySA+ are added advantage. Five (5) years functional experience in the ICT / IT environment. Knowledge: Public Finance Management Act, Technical standards / procedures, Departmental Policies and procedures, Basic Conditions of Employment Act, Batho Pele principles. Skills: Communications, Analytical thinking, Process improvement, Strategic Management, Leadership, Innovative, Transmission and propagation, Understanding Modulation schemes, Data representation and protocols.
<u>DUTIES</u>	:	Establish and implement processes and procedures of ICT Strategy and technical policy matters. Manage and support telecommunications environment. Manage the national integrated voice network (VOIP) for both landline and cell phones. Design, Implement and manage shared data, Access Point Network (APN) and Mobile Networks. Manage cybersecurity operations within the Department. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr F Chabalala Tel No: (012) 309 4967
<u>APPLICATIONS</u>	:	Chief Director: Head Office: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria or email: Email: Jobs-HQ24@labour.gov.za
<u>NOTE</u>	:	EE targets-priority will be given to African males and females, Coloured males and females, Indian females and People with Disabilities.

<u>POST 27/25</u>	:	<u>DEPUTY DIRECTOR: HRD AND PERFORMANCE MANAGEMENT REF NO: HR 5/1/2/3/17</u> (24 Months Contract)
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Human Resource Development. 5 years' functional experience in Human Resource Development & Performance Management of which 2 years at Assistant Director level in Human Resource Development & Performance Management environment. Knowledge: Performance Management Methodology, Principles and strategies. Digital Acumen / Relevant HRM system / Learning Systems / Performance Systems, etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service principles (Batho- Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Promotion of the Administrative Justice Act (PAJA). Minimum Information Security Standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Act. Public Service Regulations. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Programme/Project Planning & Management. Monitoring and assurance. Research and Development.
<u>DUTIES</u>	:	Manage and monitor the development of workplace skills plan in the Fund. Manage the implementation of Human Resource Development Strategies. Manage the implementation of the developmental programmes and provision of training initiatives for the Fund. Manage the execution and implementation of the performance management systems for the Fund. Manage the resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms VH Masemola at 082 520 3935
<u>APPLICATIONS</u>	:	Direct Your Applications to Email: Jobs-CF23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 27/26</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: HR5/1/2/3/18</u> (24 Months Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resources Management / Training & Development/Management of Training. 4 years' functional experience in Skills Development of which 2 years at a supervisory level. Knowledge: Performance Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM systems / Learning Systems / Performance Systems etc. Del and Compensation Fund business strategies and goals. Customer Strategic Framework. White paper on the transformation of the Public Service, 1995. White paper on Public Service Education and Training, 1997. Legislative Requirement: Skills Development Act. Skills: Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Coaching and Mentoring. Conflict Management. Critical and innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Programme / Project Planning & Management. Monitoring and assurance. Research and Development. Skills development. Human Resource Planning Skills. Training and Development (HRD) Skills.
<u>DUTIES</u>	:	Coordinate the submission of the identified training needs from the various Chief/Directorate's training needs and the implementation of the Workplace Skills plan (WSP) for the Compensation Fund. Implement training interventions, PDPs, Bursaries, and learning and skills development in the Compensation Fund. Coordinate the Developmental Programme of the Compensation Fund. Coordinate and implement both Compulsory Induction

		Programme (CIP) and Departmental Orientation as per approved plan in the Compensation Fund. Manage the resources of the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms VH Masemola at 082 520 3935
<u>APPLICATIONS</u>	:	Direct Your Applications to Email: Jobs-CF23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 27/27</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR4/4/7/10</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office-KwaZulu-Natal
<u>REQUIREMENTS</u>	:	BPROC/ BCOM Law/ LLB. One (1) year experience in the legal/compliance environment. A valid Driver's licence. Knowledge: Public service transformation and management issues, Public Service Act and Regulations, Treasury Regulations, Departmental policies and procedures, corporate governance, Skills Development Act, COIDA, UIA, BCEA, SDLA, LRA, UI Contribution Act, Employment Equity Act, Employment Services Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Written and Verbal Communication.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of non- compliance under employment law. Assist the ASD Statutory Services in the enforcement processed for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the Province. Compile stats for the unit.
<u>ENQUIRIES</u>	:	Mr M Mthethwa Tel No: (031) 366 2203
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications, email to: Jobs-KZN31@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and People with Disabilities are encouraged to apply
<u>POST 27/28</u>	:	<u>BCEA INSPECTOR REF NO: HR4/4/7/2</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Dundee Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations / BCOM Law / LLB. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spreadsheets, PowerPoint, and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M Mthinkhulu Tel No: (034) 299 7000
<u>APPLICATIONS</u>	:	Deputy Director: Dundee Labour Centre, PO Box 445, Dundee or hand deliver at 63 Victoria Street, Dundee. For Online Application: Jobs-KZN4@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 27/29</u>	:	<u>CLIENT SERVICE OFFICER: IES (X2 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Labour Centre: Ladysmith Ref No: HR4/4/7/3 (X1 Post) Labour Centre: Richards Bay Ref No: HR4/4/7/11 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12. Experience: None. Knowledge: All relevant Labour legislations and regulations, Relevant ILO conventions, Public Service Regulations, Public Service Act, Knowledge of Departmental policies, procedures and guidelines,

		Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration services. Resolve all complaints on IES labour legislations received from clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms L Radebe Tel No: (036) 638 1900 (Ladysmith) Mr I Ximba Tel No: (035) 780 8708 (Richards Bay)
<u>APPLICATIONS</u>	:	Deputy Director: Ladysmith Labour Centre, P/Bag X9926, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications: Jobs-KZN5@labour.gov.za Deputy Director: Richards Bay Labour Centre, P/Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications: Jobs-KZN28@labour.gov.za
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 27/30</u>	:	<u>PERSONNEL OFFICER REF NO: HR4/4/7/4</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office- KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Matriculation / Grade 12 / Senior Certificate Plus Certificate in Human Resource Management Field. Experience: None Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles, Employment Equity Act, Public Service Regulations Skills: Computer literacy, Analytical, Communication, Planning and organising.
<u>DUTIES</u>	:	Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to clients' 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 Applications Email to: Jobs-KZN9@Labour.gov.za
<u>NOTE</u>	:	EE targets - Priority will be given to African Male, Indian Male, White Male & Female.

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>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
<u>CLOSING DATE</u>	:	17 August 2026, 16:00. No late applications will be accepted
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; 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 the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POST

<u>POST 27/31</u>	:	<u>SCIENTIST PRODUCTION GRADE A: (ABALONE) REF NO: FIM20/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)

REQUIREMENTS

: A BSc (Hons) degree or equivalent qualification in Fisheries Science, Marine Science, Marine Biology, Biological Oceanography, Population Ecology, Quantitative Ecology, Applied Mathematics, Statistics, or a closely related discipline with a strong quantitative and fisheries science focus; compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (proof must be attached); a minimum of three (3) years' post-qualification natural scientific experience in fisheries science, marine resource assessment, fisheries research or a related scientific field; demonstrated knowledge and practical experience in population dynamics, fisheries stock assessment and quantitative modelling techniques; proven experience in statistical analysis and modelling of biological and fisheries data; experience in developing, customising and applying scientific models and analytical tools in support of fisheries management and resource rebuilding; knowledge of abalone biology, ecology and fishery dynamics, including recovery and rebuilding strategies for depleted stocks; proven ability to manage, analyse and interpret large scientific datasets; computer literacy, including advanced use of statistical and data analysis software and standard office applications; experience in scientific reporting and the preparation of management-oriented scientific advice; ability to work independently and as part of a multidisciplinary scientific team; good communication and stakeholder engagement skills; willingness to participate in fieldwork, diver-based surveys, farm and processing-facility sampling, and extended field deployments where required; and a valid South African driver's licence.

DUTIES

: The successful candidate will join the Benthic Research Group and contribute to the scientific rebuilding and long-term sustainability of South Africa's abalone fishery. The successful candidate will conduct applied scientific research on the population biology, ecology and fishery dynamics of abalone; undertake quantitative analyses, statistical modelling and stock assessments; develop and apply scientific methodologies, models and analytical tools to support fisheries management and resource recovery; participate in biological monitoring programmes, including diver-based surveys, field sampling and sampling at abalone farms and processing facilities; collect, analyse, interpret and disseminate scientific information; prepare scientific reports, management advice and peer-reviewed publications; participate in Scientific Working Groups and provide scientific inputs into fisheries management and policy development; engage with fisheries managers, industry, research institutions and other stakeholders; review and synthesise relevant scientific literature; identify research gaps and contribute to the development of appropriate scientific interventions; assist with the planning, implementation, monitoring and evaluation of research projects; and contribute to the supervision, mentoring and development of technicians, students and junior scientists while maintaining continuous professional development in fisheries science

ENQUIRIES

: Mr. Qayiso Mketsu at 082 782 9674

APPLICATIONS

: FIM20-2026@dffe.gov.za

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC e Recruitment website
<u>CLOSING DATE</u>	:	17 August 2026 at 12 pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

<u>POST 27/32</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: G11/2026</u> Term: Permanent
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree or related qualification in Financial Management or related field. A minimum of 5-7 years' experience in Budget Planning, Financial Reporting, and in Public Service Financial Management, at least 3-5 years' experience of which at supervisory / management (ASD) level. An extensive knowledge of PFMA and NT Regulations is an added advantage. Competencies required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information systems. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and

Influencing: Establishes, maintains, and utilises a relevant network of contacts in order to keep a pulse on public, political, and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Strategic Orientation: Strategic orientation is about taking a broad-scale, long-term view and assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market, and political issues, trends, processes, and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values, and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate, and values. Sharing goals, objectives, and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES

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To ensure that the GTAC budgets are managed in line with relevant legislation, regulations, frameworks, and departmental policies and procedures. Management Accounting Compliance: Monitor legislative and regulatory prescripts relating to public finance management and accounting including the PFMA, GAAP, and GRAP, and make recommendations for amendment to GTAC financial policies and procedures where relevant. Monitor compliance to GTAC financial policies and procedures, and report and ensure that non-compliance issues are addressed. Monitor and address the performance and integrity of the financial management system (PASTEL). Manage the management accounting and reporting schedules, ensuring compliance with NT reporting requirements. Provide advice and guidance to budget managers on the use of forecasting methods and tools. Participate in the internal and external audit reviews. Budget Preparation Management: Coordinate the preparation of financial information required for the strategic and annual performance planning process. Analyse and quality assure the financial information requirements for the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Develop templates for the collection of budget information from budget managers. Analyse, interpret, and communicate the treasury guidelines for the estimates of national expenditure (ENE). Review and analyse the annual budgets and ensure alignment with the Operating plans. Budget Planning and Implementation Management: Coordinate the preparation and consultation for the MTEF budget process. Align budget statements with the annual performance plan and the strategic plan. Analyse and interpret the requirements for the annual cash flow projections and adjusted as prescribed by Treasury and recommend corrective action where required. Budget Adjustments Management: Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and making recommendations for adjustments. Supervise the recording of adjustments and provide feedback to the relevant components. Monitor that all shifts/virements are included in the adjusted budget. Budget rollovers/retain of surpluses

management. Ensure that prescripts for 'funds committed but not spent' and compliance requirements for budget rollover/retain surplus requests are disseminated to programme managers and in compliance with the NT guidelines. Ensure that all roll-over/ retain surplus requests are analysed, considered, and proposal recommendations developed and submitted to the CFO for a recommendation. Ensure that the approved rollovers are incorporated in the budget adjustments. Monitor expenditure trends, assess additional funding requirements from the adjustment estimates process, and develop proposals on the virement or shifting of funds. Budget Reporting Management: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In-Year Monitoring Report. Evaluate and monitor the costing model in place. Compile information for the interim and annual performance reports. Provide information for the preparation of the annual financial statements.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442 or Email:
Kaizer.malakoane@gtac.gov.za

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

<u>APPLICATIONS</u>	:	Received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs, 1560.
<u>CLOSING DATE</u>	:	17 August 2026 at 16H00.
<u>NOTE`</u>	:	Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be Accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

OTHER POSTS

<u>POST 27/33</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EXAMS AND ASSESSMENTS REF NO: EEC-SEAP-01-01/2026</u> Ekurhuleni East TVET College Permanent
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate (3) year National Diploma or Degree in Education / Public Administration/Business Management/Office Management. 3-5 years in teaching and learning environment. Computer Literacy. A valid Driver's Licence. Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Good Administration. Planning and organizing. Financial management. Report writing. Good Communication. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management. Client service focus. Integrity. Committed. Proactive. Loyal. Ethics.
<u>Duties</u>	:	Ensure the provision of examination services. Administer exam venues (i.e. seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Manage concessions for students with disabilities prior examination sitting. Ensure the monitoring of examination processes and procedures. Administer College exam centers for trimester or semester or year examination cycle. Ensure if invigilator and student comply with examination policy and regulations. Ensure the safekeeping and distribution of question papers. Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Develop College Examination Policy and Terms of References

(TOR) for Examination related committee. Ensure the submission of examination data to DHET. Coordinate meetings for before and after exams to discuss irregularity experience and develop strategies. Conduct training of Invigilators, Markers and Data Capturers. Ensure the preparation of logistical arrangements for training (materials, equipment, transport, refreshment and venue). Develop internal marking plan and administer internal marking centers. Administer Invigilator agreements, contracts and signing thereof. Coordinate appointment of Chief Invigilators and Examination Officers. Administer and conduct training for Invigilators, Markers and Data Capturers on exam processes and procedures. Establish the function of Irregularity Committee. Coordinate activities for the development of learning material. Administer the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses. Provide secretariat service to the Committee and ensure the compilation of reports. Ensure the management and control of issuing of the certificates. Administer the issuing of certificate application form and quality assurance on submitted data. Administer the processing and submission of all Diploma applications, keep record and handle enquiries. Ensure the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates). Ensure the distribution of certificates to the students. Ensure proper administration of the examination unit. Administer the communication of exam time tables to the students. Administer the distribution of examination results, year mark etc to the Campus Managers. Report the clashing of exams dates. Manage all human, financial and other resources in the unit. Render management service to the staff. Manage the development and performance of the staff. Manage the performance agreement of the staff. Adhere to Department of Higher Education & Training and College policies and procedures. 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.

<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
<u>APPLICATIONS</u>	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema.
<u>POST 27/34</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEMS ADMINISTRATOR OFFICER REF NO: EEC-SMIP-02-01/2026</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma or Bachelor's Degree in Information Systems, Management Information Systems, Information Technology, Computer Science, Data Science, or any other related qualification. A minimum of three (3) years' relevant experience in Management Information Systems, database administration, information systems support, institutional reporting, or data analytics. Proven experience working with the Integrated Tertiary Software (ITS) system (TVET COLLEGE BMS SYSTEMS) is a prerequisite. Knowledge of DHET policies, TVETMIS reporting requirements, and higher education information systems. Knowledge of SQL, relational databases, and reporting tools is required. Proficiency in Microsoft Office Suite, particularly Microsoft Excel, is essential. Knowledge of Business Intelligence and data visualisation tools such as Microsoft Power BI, SQL Server Reporting Services (SSRS) or similar reporting platforms and A valid Driver's Licence. Knowledge of Management Information Systems principles, database administration and information management. Knowledge of the Integrated Tertiary Software (ITS) system, relational databases, database querying, business intelligence tools and reporting applications. Understanding of data governance, data quality management, information security and institutional reporting frameworks within the TVET sector. Knowledge of DHET reporting requirements, TVETMIS reporting processes and the Protection of Personal Information Act (POPIA). Good understanding of systems analysis, information management. Excellent analytical, problem-solving and report-writing skills with the ability to interpret complex institutional data and present

meaningful management information. Ability to develop dashboards, statistical reports and performance indicators to support evidence-based decision-making. Good communication, presentation, interpersonal and stakeholder management skills. Ability to work independently, manage multiple priorities and maintain a high level of accuracy, confidentiality and attention to detail. Adhere to Department of Higher Education & Training and College policies and procedures.

DUTIES : Provide support in the administration, maintenance and optimisation of the College's Management Information Systems (MIS) and the Integrated Tertiary Software (ITS) to ensure the integrity, availability and security of institutional information. Maintain and administer institutional databases, perform data validation, cleansing and reconciliation, monitor system performance, implement system updates, maintain user access controls, perform routine backups and support the implementation of information security and data governance standards. Provide first-line support to ITS users, resolve system-related queries, develop and maintain system documentation, facilitate user training, and assist in the implementation of system enhancements and continuous improvement initiatives in support of institutional objectives. Collect, extract, analyse, interpret and report on institutional data to support planning, monitoring and evidence-based decision-making. Develop and generate management reports, dashboards, statistical reports and key performance indicators for College Management, Council, the Department of Higher Education and Training (DHET) and other stakeholders. Support the coordination and submission of statutory reports, monitor data quality and compliance with DHET reporting requirements, identify trends and provide analytical insights to improve institutional performance, ensure compliance with College policies, the Protection of Personal Information Act (POPIA) and other applicable legislation, and perform any other duties delegated by the Assistant Director: Management Information Systems. ITS database. Comply with DHET and College policies and procedures. 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.

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

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema.

POST 27/35 : **SENIOR RISK MANAGEMENT OFFICER REF NO: EEC-RISP-03-01/2026**
Ekurhuleni East TVET College
Branch: Technical And Vocational Education and Training
Permanent

SALARY : R413 001 per annum (Level 08)
CENTRE : TVET Colleges
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma/Degree in Internal Auditing / Risk Management or equivalent qualification. Three (3) years' experience in Risk Management or relevant field. Computer literacy. A valid Driver's Licence. Knowledge of relevant legislation, policies and procedures relating to Risk Management. Good verbal and written communication. Interpersonal skills and problem-solving skills. Research and report writing and presentation skills. Candidate must be trustworthy, proactive, and reliable and committed to service delivery. Ability to work under pressure.

DUTIES : Develop, review and implement in consultation with management, risk management policy, framework, methodology and strategy. Implement risk management plan i.e. risk identification, risk appetite and tolerance and risk classification. Facilitate and compile strategic, operational and process level risk register. Facilitate risk related trainings, workshops and awareness campaigns to management and employees. Facilitate and monitor application and procedures associated with risk management functions and activities. Liaise with Internal Audit concerning fraud indicators and implementation of fraud prevention strategies. Conduct follow ups on reported fraud and corruption within the College. Ensure Compliance with risk management related framework and other applicable legislation. Compile all risk management related reports. Adhere to Department of Higher Education &

		Training (DHET) and College policies and procedures. 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.
<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
<u>APPLICATIONS</u>	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema.
<u>POST 27/36</u>	:	<u>IT TECHNICIANS REF NO: EEC-ITP-04-02/2026 (X2 POSTS)</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Information Technology (IT), Information Systems, Network Engineering, Cyber Security, Cloud Computing, or equivalent qualification. Minimum of 2 – 3 years' experience in an ICT environment supporting enterprise infrastructure. (HCIP) – Routing & Switching, Security, Cloud Computing, or related specialisation. A valid Driver's Licence. Knowledge of ICT infrastructure, network administration, cloud computing, cybersecurity, and server management. Knowledge of Microsoft Windows Server, Active Directory, DNS, DHCP, Group Policy, Microsoft 365, Azure, and virtualisation technologies. Understanding of cloud-based infrastructure and hybrid environments. Knowledge of backup, disaster recovery, and business continuity practices. Understanding of network security technologies including firewalls, endpoint protection, email security, and security monitoring tools. Ability to perform vulnerability assessments and implement security controls. Knowledge of system integration, user provisioning, identity management, and access control. Understanding of ICT governance frameworks and service management principles. Strong troubleshooting and analytical skills. Ability to interpret ICT challenges and provide effective solutions. Excellent customer service and stakeholder engagement skills. Ability to work under pressure and manage multiple priorities. Strong communication, documentation, and report-writing skills. Project coordination and time management skills.
<u>DUTIES</u>	:	Provide first and second-line ICT support services to College users and maintain the effective operation of the ICT Service Desk. Install, configure, maintain and troubleshoot desktops, laptops, printers, telephones, software applications, and peripheral devices. Administer user accounts, email services, Active Directory, Microsoft 365 services, and access management processes. Support and maintain network infrastructure including switches, routers, wireless networks, structured cabling, internet connectivity, and voice communication systems. Assist with the administration, monitoring, maintenance, and upgrading of server infrastructure, cloud services, virtualisation platforms, and enterprise applications. Implement and support cybersecurity controls, endpoint protection solutions, patch management, vulnerability remediation, information security measures, and compliance with ICT security standards. Monitor ICT infrastructure to ensure the availability, integrity, and confidentiality of College information systems and services. Perform backup and recovery procedures, disaster recovery activities, business continuity support, data migration, and secure offsite storage of institutional information. Assist with systems integration initiatives, cloud migration projects, digital transformation programmes, and the implementation of new ICT technologies and services. Maintain ICT asset registers, technical documentation, standard operating procedures, and system configurations. Conduct troubleshooting, diagnosis, testing, installation, configuration, and upgrade activities on ICT infrastructure and systems. Provide telephonic, remote, and on-site support to users across all College sites. Gather and analyse user requirements, identify ICT-related challenges, recommend solutions, and participate in ICT projects and innovation initiatives. Ensure compliance with Department of Higher Education and Training (DHET) regulations, College policies, ICT governance frameworks, and industry best practices while providing efficient, reliable, and customer-focused ICT services.

		Adhere to Department of Higher Education & Training (DHET) and College policies and procedures. 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.
<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
<u>APPLICATIONS</u>	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema.
<u>POST 27/37</u>	:	<u>CHIEF ADMINISTRATIVE CLERK: PAYROLL REF NO: EEC-PAYP-05-01/2026</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) TVET Colleges A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma or Degree in Accounting / Financial Management / Human Resource Management or equivalent qualification. 3-5 years' experience in the financial management environment. A valid Driver's Licence. Knowledge of financial functions, practices, as well as the ability to capture data, operate a computer and collate financial statistics. Knowledge of financial accounting, procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, MIS) etc. Computer skills. Planning and organising skills. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Flexibility. Interpersonal Relations. Accuracy. Client service focus. Integrity. Committed. Proactive and loyal.
<u>DUTIES</u>	:	Ensure the Implementation of Budget Control and expenditure. Facilitate and coordinate the annual budgeting process. Perform monthly budgetary and Expenditure analysis. Effect budget adjustments. Prepare budget. administer College adjustment Estimates. Compile Medium Term Expenditure Framework (MTEF) projections. monitor expenditure trends and reconciliation against budget and cash flow projections. monitor expenditure allocation and amendment of erroneous allocations. Compile financial reports. Compile monthly budget reports. Safeguard all financial documents of the College. Prepare the unit for the annual financial audit and respond to enquiries. Reconcile salary payments with salary ledger. Administer payroll control and salary administration. Provide inputs and implement salary administration and payroll control policies. Reconcile salary payments against the salary ledgers for all cost centres on the system. Manage the written appointment of paymaster. Maintain and update pay points and their associated staff. Print, distribute and collect payrolls. Sign a monthly salary administration and payroll control compliance certificate. Safeguard and preserve payrolls. Load third party payment on bank system (SARS, UIF, COIDA and SDL). Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff development. Apply discipline. Report on state of expenditure. Adhere to Department of Higher Education & Training (DHET) and College policies and procedures. 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.
<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
<u>APPLICATIONS</u>	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema.

<u>POST 27/38</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: EEC-CAP-06-01/2026</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Office Management and Technology / Public Management or equivalent qualification. 1-2 years relevant experience in Administration environment. A valid Driver's Licence. Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Planning and organising. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy skill. Analytical skill. Client-oriented. Project management. Team leadership. Planning and organising. People management. Client service focus. Integrity. Committed. Proactive and Loyal.
<u>DUTIES</u>	:	Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services: Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Provide procurement services: Recommend purchase requisitions to Campus Manager. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Support the implementation college staff wellness programme at campus level. Maintain a proper filing system: Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and the National Achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process: Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process. Adhere to Department of Higher Education & Training (DHET) and College policies and procedures. 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.
<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
<u>APPLICATIONS</u>	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema.

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
NOTE

: 17 August 2026

: 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

<u>POST 27/39</u>	:	<u>DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: HRMC 55/26/1</u> (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
<u>CENTRE</u>	:	Head Office: Tshwane and Cape Town (Sessional)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Political Sciences, Public Management and Administration or related field at NQF level 6 as recognised by SAQA. 3 years' experience at Junior Management / Assistant Director is required. Understanding of various Portfolio and cabinet Committees. Knowledge of foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A valid drivers' license. Regular travel between Pretoria and Cape Town, particularly during Parliamentary sitting. Willingness to travel frequently and work outside normal office hours when operationally required. Ability to communicate with all levels of management. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Financial Management. Communication. Decision Making. Planning and Organising. Exceptional organisational and coordination skills. Business report writing. Strong written communication and editing skills. Computer literacy (advanced Microsoft Office Suite). Strong administrative and document management skills. Strong analytical skills. Problem-solving and conflict management. Ability to manage multiple priorities and consistently meet tight deadlines. Strong sense of accountability and ownership. Ability to work independently with minimal supervision. Attention to detail. Influencing and networking. Presentation skills. Facilitation skills. Negotiation skills. Interpersonal relations. Professionalism, discretion and integrity. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Provide support services to Parliamentary matters, portfolio-selected committees and Cabinet matters. Coordinate multiple concurrent Parliamentary and Cabinet workstreams. Track deadlines across the Department and follow up with branches to ensure timely submissions. Coordinate departmental interaction with Parliamentary Committees in accordance with the Parliamentary programme. Render administrative and technical support to departmental delegations attending Parliamentary briefings and committee meetings. Manage the drafting, quality assurance and submission of departmental responses to Parliamentary questions posed to the Minister of Home Affairs. Facilitate and coordinate departmental responses to Parliamentary and Cabinet enquiries. Coordinate inputs from relevant branches and participate in the drafting and finalisation of Cabinet memoranda for Cabinet consideration. Ensure departmental compliance with all Parliamentary and Cabinet processes, policies and prescribed timeframes. Monitor the implementation of decisions taken by Cabinet, Cabinet Committees and Parliamentary Committees that are relevant to the Department. Maintain accurate tracking systems and records of Parliamentary questions, committee resolutions, Cabinet memoranda and Cabinet Committee minutes. Escalate risks or delays that may impact compliance with Parliamentary or Cabinet deadlines. Drive the implementation of the Batho Pele principles within the unit in all interactions with internal and external stakeholders. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	Head Office: Mr B Mathatho Tel No: (012) 406 4250

<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or DGreruitment@dha.gov.za
<u>POST 27/40</u>	:	<u>ASSISTANT DIRECTOR: ASSET CONTROL REF NO: HRMC 55/26/2</u> Sub- Directorate: Asset Control
<u>SALARY</u>	:	R487 197 - R573 897 per annum (Level 09), (a basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting, Financial Accounting, Financial Management, Cost and Management Accounting, Auditing, at NQF 6 as recognized by SAQA. Three (3) Years' Supervisory experience in an Asset Management environment is required. Knowledge of the Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of modified cash system (MCS). Knowledge of BAS, LOGIS and BAUD systems. Knowledge of the Supply Chain Management practices. Knowledge of Asset Management Framework. Knowledge of the Standard Chart of Accounts (SCoA). Required skills and competencies: Capability and leadership. Service delivery innovation. Stakeholder relations and customer focus. People management and empowerment. Programme and project management. Communication. Decision making. Financial Risk Management. Asset Control Management. Expenditure Management and Administration. Budget administration. Business Report Writing. Initiating action. Asset verification. Problem solving and analysis. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Negotiation Skills. Reconciliation Skills. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and effective asset management in the Department. Facilitate and develop the asset and acquisition plans and strategies. Facilitate and maintain the asset register integrity. Assist with the monthly reconciliation of BAS, update the current year addition register and ensure completeness and accuracy on the LOGIS, BAS and FA System. Facilitate and implement physical verification of assets in the department. Facilitate and maintain the movement of assets, update the movement, condition, location of moveable assets in the register. Facilitate the investigation of instances of not verified assets lost, stolen or damaged assets and report them to the Loss Control Committee for recovery. Facilitate and maintain recording of write-offs, disposals and asset losses. Maintain disposals of assets including recording of income and related administration. Maintain and update moveable lease register. Facilitate the lease commitment and disclosure note. Facilitate and establish norms, standards and processes for assets in the Department. Assist to generate Return on Investment and other prescribed and delegated reports for National Treasury and Business Owners. Facilitate and maintain effective operations within the fixed asset management unit. Ensure the implementation of effective risk and compliance management. Implementation of policies, procedures, directives, acts and regulations. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	Head Office: Ms N Mnisi Tel No: (012) 406 4238
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or financerecruitment@dha.gov.za
<u>POST 27/41</u>	:	<u>SENIOR FINGERPRINT EXPERT: INVESTIGATION AND RECORDS REF NO: HRMC 55/26/3</u> Directorate: Fingerprint Verification
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary package)
<u>CENTRE</u>	:	Head Office: Tshwane, (BVR)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Management, Administration, Operations Management at NQF level 6 as recognised by SAQA. 2 years' experience at a supervisor level and experience in Civic Services / Customer Service and basic Investigation and Records environment is required. Basic

Knowledge of Public Service Regulations. Knowledge of the Departmental Legislation and Prescripts (Civic Services). Knowledge and understanding of the verification process. Basic knowledge of the Human Resource Regulatory Framework. Willingness to travel and work extended hours. Required skills and competencies: Service delivery. Client and customer orientation. Honesty and integrity. Client and customer relations. Conflict Resolution. Problem solving and analysis. Report Writing. Colour vision and hearing. Basic Ability to understand and follow camera scripts. Physical strength to carry heavy equipment and stamina. Ability to think and act quickly. Computer literacy. Basic image editing skills. Communication skills. Planning and organising skills. Analytical skills. Problem solving skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and implement the processing of investigations and records of clients in the unit. Ensure and implement the investigation and records by following the correct processes and procedures in the unit. Ensure and prepare all the files received from front office. Ensure the investigation and records of the application according to requirements. Ensure the capturing of quality with regard to the application. Resolve technical or practical issues from employees and escalate complex matters to the Supervisor. Monitor the performance of the SLA between the Front Office and the unit and take corrective action where required. Implement effective operational control measures to prevent corruption and other non-financial losses. Liaise with Government Printing Works and other stakeholders to ensure quality and timeous delivery of services. Facilitate the timely and compliant filing and/or disposal of undelivered or incomplete Identity Documents. Ensure the ongoing in and out management of records in the unit. Supervise and implement investigation and records processes and procedures. Maintain good relationships with clients and stakeholders. 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

: Mr R Mohlaka Tel No: (012) 406 4246

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za. Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/w4r2xEnc74TyJvku7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>CLOSING DATE</u>	:	21 August 2026 at 16:00 (walk-in) and 20:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being 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 applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. 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 the 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 Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. 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 posts' technical and generic requirements. 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 for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. 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 POST

<u>POST 27/42</u>	:	<u>STATE ACCOUNTANT REF NO: JI 35/2026</u> Office of the Chief Financial Officer
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 / Senior certificate and National Diploma (NQF 6) in Accounting / Financial Management or relevant qualification within the related field. Minimum of 1 – 3 years' experience in Financial Environment Management or related field. Knowledge of financial management, accounting, and business practices. Knowledge of BAS/LOGIS/PERSAL. Computer literate (Ms Word, Excel and Outlook). Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administration capabilities.
<u>DUTIES</u>	:	The successful candidates will be responsible for facilitating processing of creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare month creditor's accounts. Follow up on creditor queries arising from creditors reconciliation. Process payment of salary related transactions. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Prepare of the In year monitoring report. Preparation of the expenditure report documentation as per responsibility codes of the programmes and expenditure patterns monitoring. Identify misallocations of funds. Preparation of Budget process(MTEF/AENE/ENE). Cashflow Management.
<u>ENQUIRIES</u>	:	Ms. T Sibanyoni/Ms. R Thompson Tel No: (021) 421 1012

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 17 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.

MANAGEMENT ECHELON**POST 27/43**

: **DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/2026/185**
Directorate: Examination Services

SALARY

: R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Land Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

DUTIES

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of all cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to court, relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial, Provincial hotline request or Director-General task relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.

ENQUIRIES

: Ms M Kekana Tel No: (012) 312 8344

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post185@dlrrd.gov.za

NOTE

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

<u>POST 27/44</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/186</u> Directorate: Examination Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Land Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of all cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to court, relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial, Provincial hotline request or Director-General task relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.

<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<u>APPLICATIONS</u>	:	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 Post186@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/45</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/187</u> Directorate: Examination Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Land Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of all cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to court, relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary

geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial, Provincial hotline request or Director-General task relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.

<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post187@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/46</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/188</u> Directorate: Examination, State and Land Reform Survey Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: The Constitution of the Republic of South Africa. Good governance and Batho Pele principles. Labour and Employment Legislation. Public Service Regulations, 2016 (as amended). Public Finance Management Act, 1999. Transformation of the Public Service. Employment Equity Act, 1998. Deeds Registries Act, 1937. Land Survey Act, 1997. Sectional Titles Act, 1986. South African Geomatics Professions Act, 2013. South African Spatial Data Infrastructure Act, 2003. Spatial Planning and Land Use Management Act, 2013. Mining Titles Registration Act, 1967. Other, all other property related legislation, including old order legislation and ordinances. Proclamation and policies applicable to Land Administration, Land Measurement Standards, and Land Information Systems. International Conventions on land policy and geographical information management. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Good interpersonal relations. Good communication (verbal and written). Problem solving and decision-making. Dispute and conflict management. Time management. Computer software. Project management. Planning. Team management. Budget forecasting. Resource planning and organising. Business.
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by

Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research on land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out and accepted by the relevant officials including the beneficiaries where applicable prior to the approval of the cadastral documents. Oversee and render professional advice on the cadastral system and existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to the court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties to resolve boundary disputes.

<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<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 Post188@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/47</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/2026/189</u> Directorate: Examination, State and Land Reform Survey Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: The Constitution of the Republic of South

Africa. Good governance and Batho Pele principles. Labour and Employment Legislation. Public Service Regulations, 2016 (as amended). Public Finance Management Act, 1999. Transformation of the Public Service. Employment Equity Act, 1998. Deeds Registries Act, 1937. Land Survey Act, 1997. Sectional Titles Act, 1986. South African Geomatics Professions Act, 2013. South African Spatial Data Infrastructure Act, 2003. Spatial Planning and Land Use Management Act, 2013. Mining Titles Registration Act, 1967. Other, all other property related legislation, including old order legislation and ordinances. Proclamation and policies applicable to Land Administration, Land Measurement Standards, and Land Information Systems. International Conventions on land policy and geographical information management. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Good interpersonal relations. Good communication (verbal and written). Problem solving and decision-making. Dispute and conflict management. Time management. Computer software. Project management. Planning. Team management. Budget forecasting. Resource planning and organising. Business.

DUTIES

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research on land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out and accepted by the relevant officials including the beneficiaries where applicable prior to the approval of the cadastral documents. Oversee and render professional advice on the cadastral system and existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to the court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-

		related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties to resolve boundary disputes.
<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post189@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/48</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/190</u> Directorate: Examination, State and Land Reform Survey Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: The Constitution of the Republic of South Africa. Good governance and Batho Pele principles. Labour and Employment Legislation. Public Service Regulations, 2016 (as amended). Public Finance Management Act, 1999. Transformation of the Public Service. Employment Equity Act, 1998. Deeds Registries Act, 1937. Land Survey Act, 1997. Sectional Titles Act, 1986. South African Geomatics Professions Act, 2013. South African Spatial Data Infrastructure Act, 2003. Spatial Planning and Land Use Management Act, 2013. Mining Titles Registration Act, 1967. Other, all other property related legislation, including old order legislation and ordinances. Proclamation and policies applicable to Land Administration, Land Measurement Standards, and Land Information Systems. International Conventions on land policy and geographical information management. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Good interpersonal relations. Good communication (verbal and written). Problem solving and decision-making. Dispute and conflict management. Time management. Computer software. Project management. Planning. Team management. Budget forecasting. Resource planning and organising. Business.
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers.

Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research on land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out and accepted by the relevant officials including the beneficiaries where applicable prior to the approval of the cadastral documents. Oversee and render professional advice on the cadastral system and existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to the court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties to resolve boundary disputes.

**ENQUIRIES
APPLICATIONS**

: Ms M Kekana Tel No: (012) 312 8344
: Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post190@dlrrd.gov.za

NOTE

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

OTHER POSTS

POST 27/49

: **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/2026/199**

Directorate: Strategic Land Acquisition

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

SALARY

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

**CENTRE
REQUIREMENTS**

: Limpopo (Polokwane)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Social Sciences / Real Estate / Property Management (NQF Level 6) or related

equivalent qualifications. Minimum of 3 years' experience at junior management level in Strategic Land Acquisition. A valid driver's licence. Job related knowledge: Land Reform: Provision of Land and Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Strategic management. Negotiation. Computer literacy. Stakeholder relations. Facilitation / coordination. Presentation. Financial management. Project management. Interpersonal relations. Willingness to travel.

<u>DUTIES</u>	:	Coordinate the acquisition of strategically located land aligned to the national imperatives. Provide support to district offices on the identification and acquisition of strategically located land suitable for acquisition by the State. Maintain and update project register of all suitable land acquisition for the State. Facilitate mapping and overlaying of the identified land with key commodities. Manage the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Provide support on land acquisition approval process through relevant structures. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Facilitate the selection of suitable candidate and allocation of land. Ensure quality assurance and information management services between district, provincial and national office. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Coordinate the selection process of beneficiaries for the land allocation. Coordinate land allocation process through relevant approval structures. Facilitate proper handover of allocated land to Property Management. Provide land acquisition support services across districts including District Land Committees. Support land acquisition procedures within relevant policy and programme guidelines. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Ensure coordination of the transfer and registration process. Facilitate the appointment of a Conveyancer. Facilitate signing of the deed of sale. Facilitate the signing of expedition letters. Facilitate the processing of payments.
<u>ENQUIRIES</u>	:	DT Machoga Tel No: (015) 495 1955 / LS Mahasha Tel No: (015) 495 1956
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post199@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 27/50</u>	:	<u>PROJECT COORDINATOR REF NO 3/1/1/2026/193 (X2 POSTS)</u> Directorate: Operational Management
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<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law or any related equivalent qualification. Minimum 3 years' experience in land reform environment. A valid driver's licence. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and Interpret Business Plan. Thorough knowledge in land reform and development-related issues. Knowledge of Restitution of land rights. Knowledge of Land Reform. Knowledge of rural development. Development management including strategic management. Understanding and interpret Business Plan. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. Excellent report writing. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Good networking. Ability to draft terms of reference for service providers. Willingness to travel, to spend extended periods in the field and work irregular hours.

<u>DUTIES</u>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claim. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42d submission.
<u>ENQUIRIES</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post193@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 27/51</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/2026/192</u> Directorate: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at supervisory management in human resource management. 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.
<u>DUTIES</u>	:	Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion/submission of pension forms including nomination forms. Keep and maintain a database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due to retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate or conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity/discounting calculations and ensure correctness. Conduct workshops/induction on leave. Conduct leave audits. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDP's). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of

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

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post192@dlrrd.gov.za

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

POST 27/52 : **ASSISTANT DIRECTOR: CURRENT AFFAIRS REF NO: 3/1/1/2026/200**
 Directorate: Internal Communications

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Communications / Journalism / Media / Marketing / Public Relations (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in communications service environment. Proven experience in social media management, content creation, and campaign execution is often required. A valid driver's licence. Job related knowledge: Knowledge of Policies and legislations governing communication. Exhibitions and events as communication platforms. Job related skills: Computer literacy. Interpersonal. relations. Communication (verbal and written). Analytical thinker. Decision making. Problem solving and organisational ability. Social media ability. Ability and willingness to travel extensively and work outside office hours.

DUTIES : Manage the daily media monitoring service. Conduct media monitoring to keep track of media coverage about land reform, land administration and rural development. Collate news media clippings. Distribute media clippings to clients nationally, including Provincial Shared Service Centers (PSSCs) through e-mail and other platforms. Provide media rapid response service in collaboration with Government Communication and Information System (GCIS) on pertinent or controversial media reportage. Keep track of all social media platforms, publish regularly, reply to posts and engage with audiences to build relationships and brand loyalty. Analyse departmental media coverage. Produce weekly media coverage report with summaries of the week's main stories. Track and report on social media analytics, monitor key performance indicators for compilation of periodic reports. Advice management on proactive actions to counter negative publicity in the traditional and social media spaces. Source and develop regular content for use on internal and external media and marketing platforms, including audio-visual, print and digital communication platforms, including Facebook, X App, TikTok, and Instagram. Manage and coordinate departmental Podcast and other supplementary digital

		communication platforms. Contribute articles / stories to newsletters. Provide communication support during events of the Department. Profile branches, entities and stakeholders of the Department. Interview internal and external clients of the Department. Develop innovative ways for new articles writing, publishing and distribution. Manage, supervise, and give guidance to subordinates. Assign tasks to staff members. Provide guidance to staff members on how task should be performed. Assess performance of subordinates.
<u>ENQUIRIES</u>	:	Mr F. Mutangwa Tel No: (012) 312 8283
<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, 0002 or by email to Post200@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 27/53</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2026/191</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or National Diploma in Business Administration or related equivalent qualification. Minimum of 2 years' experience in restitution, records management environment, registry services. A valid driver's licence. Job related knowledge: Knowledge of statistical, registry and records management. Knowledge of projects and process. Knowledge of government legislation that governs National Archives and Records Service Act. Job related skills: Time management skills. Planning and organising skills. Decision making skills. Computer literacy. Analytical skills. Telephone etiquette. Interpersonal and communication (verbal and written) skills. Ability to carry out registry and records management activities. The ability to always work efficiently and effectively.
<u>DUTIES</u>	:	Develop, administer and maintain restitution land claims database. Maintain the implementation of file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Update inventory of standardised files. Update inventory of approved Section 42D's. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimants. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Update statistical information for the office in all land claims lodged and settled. Provide registry services. Receive and issue brown files not scanned on Electronic Document Management System (EDMS). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials office unless the official ask for extension. Maintain office search. Ensure all files transferred to registry are recorded from clients. File indexing. Spot check on file at registry/incident audit. Maintaining filing system. Capture approved projects or files for easy retrieval in registry and create file number for approved Section 42D, Section 42C and Section 42E. Check all Section 42D's dispatched to and received from national office if all documents are signed and returned same as was dispatched. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of the claims on approved acceptance research report, non-compliant, dismissed, deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheet. Keep statistics of files captured on spreadsheet and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.
<u>ENQUIRIES</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post191@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.
<u>POST 27/54</u>	:	<u>SENIOR PROJECT OFFICER: LAND DEVELOPMENT SUPPORT REF NO: 3/1/1/2026/194</u> Directorate: District Office
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Joe Gqabi: Eastern Cape
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri Business / Agricultural Management / LLB (NQF Level 7) or related equivalent qualification. Minimum of 2 years relevant experience in land reform environment. A valid driver's licence. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development and monitoring and evaluation techniques. Knowledge and understanding of government development policies, e.g. National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in human and financial management. Job related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Computer literacy. Information management and analytical thinking. Willingness to travel.
<u>DUTIES</u>	:	Implement projects for the development of producers towards commercialisation. Assist with co-ordinating the process of identifying producers to be supported. Assist in the establishment and management of partnerships between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Assist in facilitation of the development and approval of project registers. Assist in facilitation of farm assessment and feasibility studies. Compile reports and assist in the development of business plans. Co-ordinate processes toward approval of projects. Co-ordinate the compilation of approval documents. Ensure alignment and compliance of submissions to the policies / standard operating procedures. Present the submissions to the relevant committees and structures. Promote good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Adhere to relevant prescripts and legislative framework (human and financial resources). Assist in mitigation of the identified operational and fraud risks. Adhere to internal and external controls in line with the policies.
<u>ENQUIRIES</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post194@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 27/55</u>	:	<u>SENIOR PROJECT OFFICER REF NO: 3/1/1/2026/195</u> Directorate: Operational Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in land reform environment. A valid driver's license. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plans.

		Thorough knowledge in land reform and development related issues. Knowledge of restitution of land rights. Knowledge of land reform. Knowledge of rural development. Job related skills: Project management. Negotiation. Contract management. Leadership ability. Communication (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. Excellent report writing ability. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Good networking ability. Willingness to travel, to spend extended period in the field and work irregular hours.
<u>DUTIES</u>	:	Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research report and gazette the claim. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolution of the claims. Prepare terms of reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisation of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claims enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post195@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.
<u>POST 27/56</u>	:	<u>SENIOR IMAGERY ASSISTANT REF NO: 3/1/1/2026/196</u> Directorate: Geo-Spatial Information and Professional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Western Cape (Mowbray)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of basic image correction. Knowledge to operate and maintain large format printers, scanning and lamination machines. Job related skills: Communication (verbal and written). Organising ability. Computer literacy.
<u>DUTIES</u>	:	Print Orthophoto paper prints produced on the appropriate printing device. Print Orthophoto paper prints for production, digitally or from scanned images. Scan images from films and/or hard copies. Scan images for production and/or archive to required resolution. Maintain equipment. Keep equipment clean and perform calibrations on a weekly basis. Report on defective machines. Undertake lamination of prints. Laminate products as required. Provide general assistance to Artisans. Retrieve and store aerial films. Retrieve and store hard copy aerial images from archive. Retrieve and store photographic / printing consumables. Deliver completed printed maps / aerial photographs from Reprographic Division to Map Distribution. Trim completed maps / aerial photographs printed on the HP Plotters. Stock-take Reprographic consumables and keep accurate consumable register. Maintain quality standards set by the Department. Maintain the standards of quality set by the Department on an ongoing basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Madlala Tel No: (021) 658 4300
	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post196@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 27/57</u>	:	<u>FINANCE CLERK REF NO: 3/1/1/2026/197</u> Office of the Surveyor General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Limpopo (Polokwane)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate

		financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy.
<u>DUTIES</u>	:	Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney cases etc). Send statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on the budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Ms M Nkuna Tel No: (015) 495 1905
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccarrd street, Polokwane, 0700 or by email to Post197@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 27/58</u>	:	<u>AUXILIARY SERVICE OFFICER REF NO: 3/1/1/2026/198</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations. Good verbal and written communication. Computer software. Good organising. Above average attention to detail.
<u>DUTIES</u>	:	Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for the registration copies. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all document vaults. Ensure that worn-out hanging strips are replaced, and damaged documents are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state of documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.
<u>ENQUIRIES</u>	:	Ms M Nkuna Tel No: (015) 495 1905
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccarrd street, Polokwane, 0700 or by email to Post198@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, 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** : 18 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.

OTHER POST

- POST 27/59** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 086**
Re-advertisement, candidates who applied previously need not to re-apply
- SALARY** : R932 292 per annum (Level 11), (all-inclusive package)
- CENTRE** : Free State Region, Welkom
- REQUIREMENTS** : National Diploma in Occupational Hygiene or Environmental Health (NQF6) plus Certificate in Mine Environmental Control with minimum 3 years'

experience in Occupational Hygiene and a driver's license, Knowledge of: Mine Health and Safety Act Regulations and Legal Hazard identification and risk management, Public Service Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and staff codes, management skills: Planning, Leading, Organising and controlling, report writing and formulation, good interpersonal relations, Be able to recommend mining occupational solutions, negotiation skills, language proficiency and computer skills, Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable.

DUTIES

: Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

ENQUIRIES NOTE

: Mr P Nyaqcela Tel No: (057) 391 1373/71
: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NB Indian /Coloured or white female are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

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

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

CLOSING DATE

: 17 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.

ERRATUM: Kindly take note that the post of Deputy Director: Security Management with Ref No: 2026/70/OCJ advertised on Public Service Vacancy Circular 24 dated 10 July 2026 is a re-advertisement, Candidates who previously applied are encouraged to re-apply.

OTHER POSTS

<u>POST 27/60</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2026/88/OCJ</u>
<u>SALARY</u>	:	R932 292 - R1 098 195 per annum (Level 11), all-inclusive package, consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession of a National Diploma in Strategic Management / Corporate Governance / Social Sciences / Development Studies / Economic Science / Public Administration or relevant qualification at NQF level 6 as recognised by SAQA. A minimum of five (5) years' experience of which three (3) years should be at ASD/Junior Management in the Strategic Planning environment. 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 National Treasury Prescripts, extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, a sound knowledge of public finance legislation, knowledge of Strategic Framework on Planning (APP & Strategic Plan), Statistical knowledge, knowledge of Government prescripts, Public Finance Management Act, Public Service Act, Public Service Regulation 2016 and Public Service Transformation. Skilled in advanced computer literacy, advanced communication (verbal & written), financial management, presentation, planning and organising, analytical and decision-making, problem solving, strategising, report writing and project management.
<u>DUTIES</u>	:	Facilitate the development and approval of the OCJ Strategic, Annual Performance and Operational Plan: Develop circulars, timeframes and guidelines/ template for the APP, facilitate inputs for the development of the OCJ Strategic and Annual Performance Plan, ensure alignment of OCJ SP and APP is compliant with the planning prescripts, and compile the SP and APP presentations. Assist in coordinating Strategy and Service Delivery Planning (SDP) processes, including performance reporting, data analysis, and monitoring of institutional targets. Conduct the Situational Analysis for the OCJ: Conduct analysis of the internal and external environment as it relates to the OCJ and determine the analysis's particular goals and objectives as well as the stakeholders that will be participating. Manage the Sub Directorate: Management of performance and development, undertake Human Resource and other related administrative functions.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2026/88/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 27/61</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SDIP REF NO: 2026/89/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession of a National Diploma in Public Administration or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) years' experience in the field. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge and understanding of Service Delivery Improvement Programmes, Batho Pele Principles, Strategic Planning, records management and customer satisfaction survey methodologies. Skilled in computer literacy, planning and analysis, problem solving, time management, presentation, communication and report writing, presentation. along with the following attributes: honesty, accountability, team player, attention to detail, flexibility, creativity and self-motivated.
<u>DUTIES</u>	:	Provide technical and administrative support in the development, implementation and monitoring of the OCJ Service Delivery Charter and Service Delivery Improvement Plan. Participate in the development and drafting, implementation and monitoring of the Service Delivery Improvement Plan (SDIP) and develop quarterly and annual SDC and SDIP reporting templates. Coordinate Public Service Month (PSM) /Integrated Public Service Programmes (IPSP), Batho Pele activities, and customer satisfaction surveys: Consult with Communications Unit on PSM/IPSP awareness posters and conduct research on PSM/IPSP poster content according to DPSA directives. Provide administrative and technical support during the development and implementation of OCJ Strategic and Annual Performance Plan and Operational Plan: Provide support in coordinating the development of the OCJ Strategic, Annual Performance and Operational Plans. Develop and edit draft monthly and quarterly reports for inputs in line with the Operational Plan. Maintain records management, resources, and correspondences of the Strategy and Service Delivery Planning Unit: Arrange stationery for the unit, maintain filing of documents and provide ad hoc administrative duties when required within the SSDP unit.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/89/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 27/62</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/90/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>	:	Labour Appeals Court: Durban
	:	Applicants should be in possession of a National Diploma in Interpreting or equivalent qualification in the field of languages at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (01) year practical experience in Interpreting environment or a Grade 12 certificate with at least ten (10) years' practical experience in Interpreting environment. Proficiency in English and Isizulu, proficiency in any other indigenous language, i.e. Xhosa, Sotho, Tswana or Zulu 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, know how to translate and be able to keep time frame. Skilled in computer literacy (MS Office), effective communication (written and verbal), time Management, good interpersonal relations, planning and organising, decision-making, analytical thinking, excellent English language, problem solving, along with the following attributes: Flexible, self-driven and motivated, ability to work under pressure, accuracy and attention to detail.
<u>DUTIES</u>	:	Render interpreting services. Interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family Protection from Harassment Act matters, Labour Court matters, Maintenance Act matters, Child Justice matters, Inquests and Equality Court matters, Interpret in pre-trial proceedings and consultations. Liaise with Supervisor for foreign language interpreters, interpret from source target language during Court proceedings for pre-trials consultations, interpret non-verbal gestures, dramatisation and confessions.

Engage with the Judiciary to confer on the readiness and/or performance in Court. 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 the language usage of the speaker. Control the speaker and ensure that the citations are interpreted correctly. Translate legal documents and exhibits. Study and analyse the source documents. Conduct the necessary research and consult with the relevant parties. Ensure accurate cite translation of documents. Check, edit and revise the translated documents. Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records. Accumulate terminology and develop a database. Populate the terms and respective meaning in the glossary register. Gather all trial documents necessary to aid interpretation. Coin words and perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Cele Tel No: (031) 492 6207 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/90/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 27/63</u>	:	<u>REGISTRAR'S CLERK REF NO: 2026/91/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>	:	Labour And Labour Appeals Court: Cape Town
<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. Experience in general Legal Administration and /or a minimum of one (1) year' Administration experience in a Legal environment, LLB Degree / B com Law/BA Law/ Paralegal and/or an equivalent 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. Skilled in research, communication (verbal and written), presentation, minute taking and report writing, problem solving and decision making and time management, good reporting, planning and organising, creative and analytical thinking and computer literacy (MS Office).
<u>DUTIES</u>	:	Attend to enquiries from the public and Legal Practitioner for the upliftment of files, receiving pleading/ notice from Legal Practitioner/ Messenger for filling and stamping with date stamp, attend to filling of pleadings in the corresponding Court file, attend to drawing requested files and putting away Court files daily. Ensure that all requested for re-issuing of Court orders are attended to. Court online related duties. Assisting with enquiries from the public and legal practitioner and assist the Registrars with the locating of missing files.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr.SD Hlongwane Tel No: (021) 424 9035 HR Related Enquiries: Mr. SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/91/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** : 17 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 27/64</u>	:	<u>SENIOR SPECIALIST: PLANNING ALIGNMENT REF NO: 10/ 2026</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 qualification in any of the following: Social Science / Economics Development Studies / Public Administration / Management. 8 years' experience in strategic planning / public sector institutional planning / public sector operating planning / public sector development planning / public sector monitoring & evaluation of which 5 years' experience should be at middle/senior managerial level. An NQF level 8 qualification, or higher, will be an added advantage. A valid drivers-license. A good understanding of political, government planning and governance issues. Good understanding of government across the three spheres and partners for development. 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. 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.
<u>DUTIES</u>	:	The incumbent will be responsible to oversee, coordinate, assess and align institutional plans (Strategic Plans, Annual Performance Plans, Operational Plans & Implementation Plans) with government frameworks and priorities for national departments and Schedule 3A public entities. Ensure effective quarterly performance reporting processes for non-financial performance information of national departments and Schedule 3A public entities. Develop, coordinate and facilitate oversight frameworks, strategies and processes with reference to. institutional planning for national departments and Schedule 3A public entities. Manage, coordinate and facilitate stakeholder engagements on national planning processes and frameworks and reporting for national departments and Schedule 3A public entities. Professional management and leadership in respect of the provision of the core functions and services assigned to the Directorate and support cross-functional work within the department.
<u>ENQUIRIES</u>	:	Mr M Lehong Tel No: (012) 312- 0540
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment31@dpme.gov.za
<u>POST 27/65</u>	:	<u>DIRECTOR: FSD IMPLEMENTATION REF NO: 11 /2026</u> Chief Directorate: Frontline Monitoring & Support
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant NQF Level 7 qualification in Social Sciences, Public Administration, Development Studies or related fields. Minimum of at least 8 years appropriate experience in public sector monitoring and management of which 5 years' experience should be at middle/senior managerial level. A relevant post-graduate qualification (NQF 8) will be an added advantage. A valid Driver's License. Competencies / Skills: strong research, communication, report writing

skills and project and leadership skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills and good interpersonal relations. A sound knowledge of Microsoft Office applications is essential. 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 and the ability to maintain high levels of confidentiality. The candidate must be willing to travel.

DUTIES : The successful incumbent will be responsible to Facilitate service delivery improvements through frontline monitoring and provide support on monitoring initiatives by the Executives. To Planning, Review (Annual Plan). Oversight Monitoring & Support& Knowledge Management. Communicating Results & Committing to Change. verification & Improvements Facilitation. Management of Directorate Resources.

ENQUIRIES : Mr M Lehong Tel No: (012) 312-0540
APPLICATIONS : can also be emailed to Recruitment32@dpme.gov.za

OTHER POSTS

POST 27/66 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 12/2026**
 Sub-Dir: Management Accounting

SALARY : R487 197 – R573 897 per annum (Level 09), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF level 6) in finance related field with at least 5 years' experience in finance environment of which 3 years should be at supervisory level. Must have working experience on the Basic Accounting System (BAS). An NQF level 7 in Finance related field and working experience on PERSAL will be an added advantage. Knowledge Competencies and skills: Must have good communication and presentation skills. Good analytical, problem solving and report writing skills. Must be a team player, flexible and reliable. Knowledge requirements: Good understanding of the PFMA and Treasury Regulations. Good knowledge of Modified Cash Standards and basic understanding of the SCM processes.

DUTIES : The incumbent will be responsible for providing financial planning and reporting for the department in accordance with the prescripts. This entails preparation of Annual Financial Statements (AFS) and Interim Financial Statements (IFS). Providing financial planning in accordance with the prescripts and Management of Expenditure. Provide BAS System Controller. Supervision of staff.

ENQUIRIES : Ms B Sebuyana Tel No: (012) 312 0462
APPLICATIONS : can also be emailed to Recruitment33@dpme.gov.za

POST 27/67 : **ASSISTANT DIRECTOR: SALARIES, TAX AND S&T REF NO: 13/2026**
 Unit: Salaries Tax and S&T
 (12 months contract) renewable

SALARY : R487 197 per annum (Level 09), plus benefits 37% in lieu
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF level 6) in Finance with a minimum of 5 years' experience in Salaries and Tax environment of which 3-years should be at supervisory level. Should have extensive knowledge and experience of BAS, Tax and PERSAL and a high level of computer literacy. Competencies and skills: High level of management skills, planning, report writing skills, organisational skills, good interpersonal relations and Communication skills (written & verbal). Must have good understanding of PFMA, Treasury Regulations and other relevant legislation. Personal Attributes: Ability to maintain a high level of confidentiality. Be able to work under constant pressure. Must be a team player, flexible and reliable.

DUTIES : The successful candidate will be responsible for providing salaries, tax management and S&T services to the Department. This entails: Processing salary claims, payroll, Commissioner and Audit Committee payments. Conducting Tax reconciliations and submissions. Suspense accounts and reporting. Development of procedure manuals and review of policies. Supervision of staff.

ENQUIRIES : Ms B Sebuyana Tel No (012) 312-0462

APPLICATIONS

: can also be emailed to Recruitment34@dpme.gov.za

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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



- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 18 August 2026
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. 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 27/68** : **DEPUTY DIRECTOR: INSTITUTIONAL ASSESSMENTS REF NO: DPSA 13/2026**
- SALARY** : R932 292 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 098 195 per annum is possible, subjected to satisfactory performance. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
- : A Senior Certificate, a minimum qualification at NQF Level 7 in Operations Management / Management Services / Industrial and Organisational Psychology / Public Administration / Public Management as recognised by SAQA. 3 years' experience in Assistant Director level/first-level management. 5 years' experience in organisational development/monitoring and evaluation/strategic planning environments. Knowledge of government legislative frameworks. knowledge of public service legislative and policy frameworks (PSAs). knowledge of government programmes such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government; knowledge of public policy development processes; and knowledge of public policy analysis. Functional Skills: Written and verbal communication, stakeholder management and coordination, analytical skills, and programme and project management. Generic Skills: Problem-solving, decision-making, computer literacy, knowledge management, change management and interpersonal relations. Technical (Specialisation) Skills:

		Knowledge of the Public Service Act and Framework, Knowledge of Public Service Operations Management Framework, Basic research skills and basic monitoring and evaluation, including data analysis skills. Attributes: Problem-solving and innovation skills, planning and organising, teamwork, and working independently operations and analysis and improvement. Adapts and responds well to change. Manages pressure effectively and copes well with setbacks; ability to persuade, influence and lead; ability to maintain confidentiality; and ability to manage time and multiple target dates.
<u>DUTIES</u>	:	Develop and monitor implementation of policies and prescripts on Organisational Functionality Assessments, provide technical support to provincial and national departments on the institutionalization of the organizational functionality assessment Directive, conduct monitoring and evaluation of compliance and impact assessment on the Directive on OFA and provide support in all the Operations, Systems and Processes of the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K.P. Segale Tel No: (012) 336 1124
	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert132026@dpsa.gov.za
<u>POST 27/69</u>	:	<u>DEPUTY DIRECTOR: ICT GOVERNANCE REF NO: DPSA 14/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 098 195 per annum is possible, subjected to satisfactory performance. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, a minimum qualification at NQF Level 7 in Information Communication Technology (ICT) as recognised by SAQA. Minimum 8 years' experience in an ICT environment. Knowledge of the Constitution of the Republic of South Africa and knowledge of the government legislation framework. Knowledge of public service legislative and policy frameworks. knowledge of government programmes such as the National Development Plan. Knowledge of the key strategic priorities of government. A sound understanding of ICT management and operations and an understanding of governance of ICT. Understanding of business and ICT alignment planning and its implementation. Understanding of Enterprise Architecture. Understanding of change control and management and understanding of emerging technologies. Analysis, development, implementation and monitoring and evaluation of ICT policies, norms, standards, controls, frameworks and related means and mechanisms. Problem solving and analysis, planning and organising, team leadership, financial management, change management, communication and coordination, stakeholder management and service delivery innovation. Job knowledge, acceptance of responsibility, quality of work, reliability, initiative, good interpersonal relations, planning and execution, facilitation, ethical conduct, adaptability, flexibility, confidentiality, presentation and report writing.
<u>DUTIES</u>	:	Develop and implement prescripts on ICT Governance. Conduct research for the development of ICT prescripts. Provide implementation support to departments. Draft audits or assessments of ICT governance systems conducted within departments. Provide technical support and advice as required. Provide capacity building and/or make contributions to the development of capacity development programmes by the relevant institutions. Monitor implementation and compliance. Conduct evaluation and impact studies as required. Provide support in all operations, systems, and processes of the directorate. Draft information and advice for the MPSA, Cabinet, Parliament and other internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Zaid Aboobaker Tel No: (012) 336 1059.
	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert142026@dpsa.gov.za

<u>POST 27/70</u>	:	<u>SENIOR LEGAL ADMINISTRATIVE OFFICER (MR-6) REF NO: DPSA 15/2026</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum, (Salary will be in accordance with OSD determination).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum qualification at NQF Level 7 in law, a Bachelor of Laws (LLB) or a Bachelor of Procuratoris (B Proc) as recognised by SAQA, at least 8 years' of appropriate post-qualification legal experience. Good knowledge of the South African legal system and a good understanding of legislative processes. Ability to draft legislation, conduct legal research, and work independently. Good interpersonal, problem-solving, and dispute resolution skills. Computer Literacy. Sound knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act, and Public Finance Management Act is required. Good communication and writing skills, willingness to travel is essential. Knowledge of public service legislative and policy frameworks.
<u>DUTIES</u>	:	To provide professional legal support and advice to the Department and Ministry. Drafting and scrutiny of public administration legislation. Provide guidance to the Department of Public Service and Administration in respect of legislative processes and participate in policy processes requiring reflection or entrenchment in legislation. Draft bills where drafting capacity does not exist elsewhere in the DPSA. Provide written or oral legal opinions on legislative matters pertaining to existing public administration related to legislative. Comment on draft legislation relating to the public administration. Provide oversight in respect of technical quality, adherence to best practice, and consistency with the constitution and other primary legislation of the DPSA. Review legislation administered by the Minister for the Public Service and Administration. Supervise and support the Legal Administration officer.
<u>ENQUIRIES</u>	:	Adv. Mmasetshaba Matlou Tel No: (012) 336 1638
<u>APPLICATIONS</u>	:	E-mail your application to Advert152026@dpsa.gov.za
<u>POST 27/71</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DPSA 16/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09). Annual progression up to a maximum salary of R573 897 is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate, a minimum qualification at NQF Level 6 in Records Management / Information Management / Science / Knowledge Management / Public Management / Public Administration as recognised by SAQA. Minimum 2 years' supervisory experience. A minimum of 3 years' experience in a records management environment. Knowledge Section 13(5) of the National Archives and Records Service Act, 1996, as amended; Personal Information Protection Act (POPIA); Minimum Information Security Standards (MISS); proficiency in Electronic Records Management Systems (ERMS); knowledge of environmental practices; and knowledge of relevant statutory and regulatory frameworks governing records management. Attributes: professionalism, flexibility, resourcefulness, ability to work under stressful situations and pressure, trustworthiness, hard work, ability to work independently, teamwork and self-motivation. Generic skills: interpersonal skills, patience, problem-solving skills, analytical skills, administrative skills, organisational skills, meticulousness, planning and time management, influencing, managing performance, managing people, accuracy and attention to details, capability of prioritising, ability to maintain the integrity of information and computer literacy. Management Skills: Management skills, communication skills, decision-making skills, leadership skills, change management, project management, people management, policy analysis and development. Technical skills: Record management principles, contract management and a driver's licence.
<u>DUTIES</u>	:	Develop, review, implement and monitor Records Management policies, guidelines and procedure manuals. Conduct research/benchmark on records management procedure manual, policies, and guidelines. Conduct awareness on approved records management policies and filing system. Provide reproduction, administer and safeguard documents. Supervise the rendering

		of Messenger services and Mailroom services. Monitor service level agreements of contracts. Compile quarterly contracts performance management report. Provide records classification, indexing services, records keeping systems and disposal programme. Maintain the approved filing system and records storage systems. Ensuring that all electronic records are managed according to the requirements of the National Archives and good governance. Provide support in all the Operational, Systems and Processes of the Directorate. Address all audit findings by the approved due dates.
<u>ENQUIRIES</u>	:	Mr. J.M. Mkhathshwa Tel No: (012) 336 1595.
<u>APPLICATIONS</u>	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert162026@dpsa.gov.za
<u>POST 27/72</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION ETHICS, INTEGRITY AND CONDUCT MANAGEMENT REF NO: DPSA 17/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09). Annual progression up to a maximum salary of R573 897 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A minimum qualification at NQF Level 6 in Public Administration / Public Management / Law / LLB as recognised by SAQA and Ethics Officer Certification. A minimum of 5 years' experience in the field of ethics management / monitoring / compliance environments. Government legislative framework, public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of government. Attributes: honesty, ethics, sensitivity, professionalism, reliability, loyalty, confidentiality, and diligence. Open to new ideas, innovative, able to make sound judgements based on legal grounding and able to communicate advice with authority. Ability to communicate effectively on highly sensitive issues with employees and managers at all levels, with particular emphasis on developing trust and demonstrating fairness. Interpersonal relations skills, team player Generic skills: Client orientation and customer focus, problem-solving, decision-making, written and verbal communication and information management, interpersonal facilitation, negotiation, presentation, report writing, computer literacy (at least Microsoft Word, PowerPoint and Excel), and project management. Technical skills: data analytics, organisational skills, policy analysis and development, and research skills.
<u>DUTIES</u>	:	Support the development of ethics, integrity & conduct management prescripts. Conduct research to support the drafting of Public Administration Ethics, Integrity & Conduct Management prescripts (policies, norms and standards, directives, circulars, frameworks, and guidelines). Draft of Public Administration Ethics, Integrity & Conduct Management prescripts (policies, norms and standards, directives, circulars, frameworks, and guidelines). Conduct pilots as part of the development of the prescripts, if required. Submit/communicate approved prescripts to departments for implementation. Provide implementation support to the departments. Requests for approval of requests and responses to inquiries are processed to the relevant approval authority within the unit and DPSA. Provide technical support and advise as required. Provide capacity building and make/contribute to the development of capacity development programs by the relevant institutions. Design advocacy programs to promote ethics in public administration. Monitor compliance with ethics, integrity & conduct management prescripts. Draft and maintain systems (e.g., collection and analysis of data) to monitor compliance. Assist in conducting evaluation and impact studies by implementing the approved instrument. Provide support in all the operations, systems, and processes of the directorate. Support systems for the effective and efficient functioning of the Directorate. Complete and submit inputs in the directorate budget by the stipulated due dates. Contribute to the effective and efficient management of the budget. Make inputs to audit findings by the approved due dates.
<u>ENQUIRIES</u>	:	Ms. S.A. Matshego Tel No: (012) 336 1541
<u>APPLICATIONS</u>	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond

Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert172026@dpsa.gov.za

<u>POST 27/73</u>	:	<u>CUSTOMER CARE AGENT REF NO: DPSA 18/2026</u>
<u>SALARY</u>	:	R280 278 per annum (Level 06). Annual progression up to a maximum salary of R330 162 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate, a minimum qualification at NQF Level 4 in Customer Care / Marketing / Communications / Human Resource Management as recognised by SAQA. Knowledge of Government Employees Housing Scheme and its product offering, knowledge of public service administration, knowledge of Batho Pele Principle, knowledge of Conditions of Service, knowledge of the Public Service Act and knowledge of Public Service Regulations. Generic skills: Written and verbal communication skills, facilitation skills, presentation skills, planning and organising skills, computer skills, customer orientation, conflict management, Interpersonal relationship skills, report writing skills, problem solving, and solution Orientated and Innovative. Attributes: Good telephone etiquette, resourceful, resilient and flexible, professional, confident, passionate and a team worker. Technical skills: Customer care and marketing skills.
<u>DUTIES</u>	:	Provide capacity building and support to government departments and employees on GEHS services and products. Respond to customer queries, complaints and disputes on GEHS products and services. Provide guidance and assistance to government departments and employees to resolve queries, complaints and disputes relating to housing allowance benefits. Assist government employees with the process of enrolling with the GEHS. Resolve incoming calls and emails from government employees and refer relevant queries to relevant officials. Provide capacity building to government departments through the GEHS education and outreach sessions. Develop project plans for the GEHS educational and outreach sessions. Provide support in content development on the GEHS branding and marketing materials and the update of the website.
<u>ENQUIRIES</u>	:	Ms. I.M. Selepe Tel No: (012) 336 1323
<u>APPLICATIONS</u>	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert182026@dpsa.gov.za
<u>POST 27/74</u>	:	<u>HUMAN RESOURCE CLERK: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: DPSA 19/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05). Annual progression up to a maximum salary of R279 708 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or a minimum qualification at NQF Level 4 as recognised by SAQA. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture and collect statistics, Knowledge and understanding of the legislative framework governing the Public Service and knowledge of working procedures in terms of the working environment. Generic Skills: Computer skills, interpersonal relations, Flexibility and Teamwork. Technical (Specialisation) Skills: Planning and organisation, language and good verbal and written communication skills. Attributes: Analytical, Initiative, Openness and transparent.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Handle routine enquiries, type letters, and draft minutes and/or other correspondence for the Directorate. Provide a supply chain. Clerical support services within the component. Update and maintain the asset register of the component. Stock control of office stationery. Maintain the leave register for the component. Provide personnel administration clerical support services within the component and provide financial administration support services within the component.
<u>ENQUIRIES</u>	:	Mr. M.B. Leshabane Tel No: (012) 336 1372
<u>APPLICATIONS</u>	:	quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond

Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert192026@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

**APPLICATIONS**

: **Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver at 21-23 Market Square Old Magistrate Building, Kimberley, 8301. For Attention: Ms V Tidikwe.

Bloemfontein Regional Office Applications: The Regional Manager: Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand delivered 18 President Brand Street, Bloemfontein, 9300. For Attention: Mr T Mosia or Mr. T Mofokeng.

Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or 30 Brown Street, Nedbank Building 9th Floor, Nelspruit, 1200. For Attention: Ms. S Mcoseli.

CLOSING DATE

: 21 August 2026 at 16H00

NOTE

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/SMS-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two

pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: For emailed applications, please submit a Single PDF document or One Attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

POST 27/75 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2026/301**
(Re-advertisement for PSVC 25 of 2026, Ref No: 2026/287-applicants who previously applied are encouraged to re-apply)

SALARY : R610 434 per annum, (all-inclusive OSD salary package)
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum of four-year degree (LLB) with at least 8 years appropriate post-qualification legal experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an ad hoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's licence. Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage. Knowledge: Specialized knowledge of law of contracts, general administration of contracts and litigation within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation, Mediation and Arbitration skills.

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

ENQUIRIES : Mr M Rakau Tel No: (012) 406 1512
APPLICATIONS : For Kimberley Regional Office: Email to: RecruitKIM26-23@dpw.gov.za

POST 27/76 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2026/302**
(Re-advertisement for PSVC 24 of 2026, Ref No: 2026/271-applicants who previously applied are encouraged to re-apply)

SALARY : R338 106 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Commerce / Real Estate / Project Management / Business Administration / Asset Management / Built Environment or equivalent qualification. Appropriate relevant years of experience in Property Management /Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) or related. Effective communication skills. Good report writing skills. Computer literacy. Negotiation Skills. Decision Making Skills. Excellent Interpersonal

		skills. Ability to work under pressure, high level of reliability and deadline driven. A valid driver's license.
<u>DUTIES</u>	:	Conduct and administer physical verification of immovable assets in line with IAR verification support tools and GIAMA. Identify and record improvements to state property in IAR. Participate in the vesting of land parcels and endorsements of Title Deeds. Provide admin support for Immoveable Asset Register projects. Ensure the safekeeping of all project documentation.
<u>ENQUIRIES</u>	:	Ms A Segone Tel No: (051) 408 7341
<u>APPLICATIONS</u>	:	For Bloemfontein Regional Office: Email to: RecruitBLOEM26-29@dpw.gov.za
<u>POST 27/77</u>	:	<u>ADMINISTRATION OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION REF NO: 2026/303</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management / Property Law / Law Degree or related qualification. Appropriate relevant years of experience in the field. A driver's license. Knowledge and application of Public Finance Management Act, Property economics, Property Law, Treasury Regulations, the Prevention of Illegal Eviction Act and Government Immoveable Asset Management Act. Skills: Good interpersonal skills. Communication skills, analytical thinking, organizing and planning skills. Client orientated, ability to work under stressful conditions.
<u>DUTIES</u>	:	Provide administration support to achieve an optimal utilization of State properties. Administer cost determinations and verifications. Liaise with clients to determine their property related requirements or specifications and reserve properties according to client requirements. Provide administrative support on property related contracts and agreements. Facilitate the implementation of the conditions of lease agreements, particularly with regards to contract milestones. Track payments and deadlines and arrange recoveries based on instructions received from legal services or state attorneys. Investigate the utilization of state properties. Undertake site visits and conditions surveys to determine utilization potentials. Process the registration of servitudes over state owned land. Prepare and disseminate information to appropriate employees regarding contract status. Facilitate contractor meetings and prepare all documentation to resolve dispute.
<u>ENQUIRIES</u>	:	Mr. E.K Nguyuzo Tel No: (013) 753 6319
<u>APPLICATIONS</u>	:	For Nelspruit Regional Office: Email to: RecruitNEL26-17@dpw.gov.za

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria or email to: Recruitment@dot.gov.za or at e-recruitment system: erecruit.transport.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- FOR ATTENTION** : Recruitment Unit, Room 4034
- CLOSING DATE** : 21 August 2026
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a Psychometric Assessments as part of the recruitment process. Recommended candidates will also be required to generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 27/78** : **GRAPHIC DESIGNER ASSISTANT REF NO: DOT/HRM/2026/31**
Branch: Corporate Services
Chief Directorate: Communication
Directorate: Internal Communication
Sub-Directorate: Online Media Services
- SALARY** : R280 278 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF 6 in Graphic Design / Fine Arts / Multimedia Production / Information Technology / Communication with no experience. Knowledge and skills: Knowledge of, knowledge and understanding of Multi-media and Computer graphics Packages, knowledge and understanding of Corel Draw and Adobe Photoshop, knowledge of topography and printing, Proficient in the use of an apple Macintosh computer InDesign (web 3-D skills), strong design

skills, Knowledge of Desktop Publishing, Communication skills and presentation skills, Computer literacy and Typing Skills, Project Management, Research and editing skills, Creative, problem solving skills, and strong analytical skills, and Good organization.

DUTIES

: Design brochures and publications, Design corporate gift packages and covers to enhance the corporate image of the Department, Create layouts for the Departmental calendars, Create graphs and charts for publications, Keep web content images for the Department's website up to date, Assist with the development of material. Design graphics images, and visual elements for website, interactive media, and multi projects, Design graphics, images and images, and animations in a variety of formats, Provide final artwork for production of all briefed-in material, Design layouts accordingly to specific needs of the branches, Prepare sketches by hand or with the aid of a computer, Assist with Photography according to the Departmental needs i.e indoors/outdoors, Design graphics, images and virtual elements for social media pages, Ensure colours and art work are available and Maintain equipment as required (computer, software, digital and electronic aids).

ENQUIRIES

: Mr Richard Maboho Tel No: (012) 309 3401

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 18 August 2026 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

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

OTHER POST

POST 27/79 : **ASSISTANT DIRECTOR: PLANNING AND REPORTING REF NO: S089/2026**

Purpose: Contribute to developing and implementing the department's performance planning and reporting ecosystem, including strategic, annual, and operational plans in compliance with the regulatory framework.

Division: Office of The Director-General (O-DG)

SALARY

: R487 197 per annum, (excl. benefits)

CENTRE

: Pretoria

REQUIREMENTS

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Public Administration or Business Administration or Public Management or Business Management or related qualification. A minimum of 3 years' experience in strategic monitoring and planning businesses in alignment with operation requirements. Knowledge and experience of the consolidation of Departmental Performance and Strategic Plans. Knowledge and experience of the Government's Policy Framework. Knowledge of strategic management and policy analysis. Ability to evaluate and analyse information for policy development and application of policies.

DUTIES

: Departmental Strategic and Annual Performance Plans: Assist with the development, implementation and maintenance of the Departmental Annual Performance Plan and divisional operational plans. Assist with analysing and assessing strategic and annual performance plans for the correct alignment thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Planning and Reporting: Provide inputs to systems and tools for the utilisation in the planning and reporting of the Department's performance and operations management framework. Assist with planning and evaluation of the reporting framework and reports on the Department's performance in compliance with the relevant regulatory requirements. Assist with coordinating the Departmental planning and reporting mechanism for strategic and operational programmes. Assist with monitoring progress against strategic and annual performance plans of business units and performance assessment action plans. Policy Development, Research and Benchmarking: Obtain inputs in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms. Obtain inputs in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Assist with monitoring the implementation of performance guidelines and frameworks and advice stakeholders accordingly. Assist with coordinating the implementation of annual outcomes and impact reporting. Stakeholder Engagement: Engage internal and external stakeholders on the implementation plans pertaining to planning, monitor evaluation and reporting. Engage with stakeholders in the coordination and progress of the implementation of developmental and process enhancements. Engage with strategic partners in the support of implementation processes pertaining to monitoring, evaluation and reporting outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.

ENQUIRIES

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

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>	:	17 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 27/80</u>	:	<u>ASSISTANT DIRECTOR: SANITATION REF NO: 170826/01</u> Branch: Water And Sanitation Services Management: NW CD: Provincial Operations: North West
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Environmental Health/ Community Development Studies. Three (3) years' experience in sanitation environment. The disclosure of a valid unexpired driver's licence. Knowledge of Public Service Act. Knowledge of sanitation policies and strategies. Problem solving and analysis. Excellent communication skills both (verbal and written). Accountability and ethical conduct. Computer literacy. Good interpersonal skills.
<u>DUTIES</u>	:	Assist in the development of policies and strategies for sanitation programmes. Assist in the planning, implementation and monitoring of sanitation programmes, projects and regulatory framework / prescripts. Participate in the assessment of Water and Sanitation Development Plans (WSDPs). Investigate sanitation complaints and attend to Ministerial referrals. Participate in advocacy programmes for sanitation. Staff supervision.
<u>ENQUIRIES</u>	:	Mr RT Kolokoto, Tel No: (018) 387 9568/ (018) 387 9500

<u>POST 27/81</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 170826/02</u> Branch: Corporate Support Services CD: Auxiliary Services Dir: Knowledge Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma in Records Management/ Information Management/ Information Science/ Knowledge Management at NQF level 6 qualification. Five (5) years' functional experience in Archive and Records Management or Information Services/Management at a supervisory level. Knowledge of policy development and implementation, National Archives Regulations and National Archive and Records Services Act of South Africa (NARSASA). Knowledge of analytical procedures. Understanding of government legislations. Knowledge of financial management and Public Finance Management Act (PFMA). Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of programme and record management systems. Problem solving and analysis. Relationship, people and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Facilitate implementation of records management policies and procedures. Monitor and evaluate records management practices for compliance. Facilitate compliance inspections of Registries. Develop, implement and maintain the departmental filing system. Administer and maintain file plan. Support all satellite offices on Records Management matters. Management of human resources and financial resources.
<u>ENQUIRIES</u>	:	Ms MC Mokhele Tel No: (012) 336 8284
<u>POST 27/82</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: 170826/03</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gqeberha
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Three (3) to (5) five years' relevant in Supply Chain Management experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA) and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of financial operating systems (SAP, CSD etc). Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environments. Knowledge and understanding of the framework governing the Public Service. Interpersonal relations. Good Communication skills both (verbal and written). Accountability and ethical conduct. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Coordinate, review, research, analyses and plan the procurement needs of the Cluster. Coordinate, review, collect information and implement the demand management plan for the Cluster. Receive requests for goods and services from end user and verify for compliance. Shortlist suitable suppliers from Central Supplier Database. Invite and receive quotations from suppliers. Ensure compliance with SCM policies, processes, and procedures. Render demand and acquisition clerical support. Provide secretariat functions to bid committee Check purchase requisitions and purchase order for correctness, completeness and sign the requisition and order documents. Approve purchase requisitions and purchase orders on SAP system. Create contracts and ensure contract performance is adhered to. Administer, maintain, and update contract register to ensure transparency and record keeping. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Update and ensure the maintenance of vendors on system. Render logistical support service: Receive and verify goods delivered from suppliers prior to performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register.

		Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Assess SCM audit and compliance readiness. Supervise human resources/staff. Render asset management clerical support: Process payments on SAP. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries.
<u>ENQUIRIES</u>	:	Tyobashe Ncumisa Tel No: (041) 508 9747
<u>POST 27/83</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: 170826/04</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate or equivalent. Three (3) to (5) five years' experience in Supply Chain Management is required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environments. Knowledge of financial operating systems (SAP, CSD etc). Knowledge and understanding of the framework governing the Public Service. Interpersonal relations. Flexibility and teamwork. Basic knowledge of Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Supervise human resource/staff. Render asset management clerical support: Administer the procurement of goods and services. Ensure compliance with SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Render demand and acquisition clerical support: Check purchase requisitions and orders for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Render logistical support service: Receive and verify goods delivered from suppliers prior to performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Assess SCM audit and compliance readiness. Process payments on SAP.
<u>ENQUIRIES</u>	:	N Gqiba Tel No: (021) 941 6125
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 27/84</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: 170826/05</u> Branch: Infrastructure Management Southern Operations Dir Southern Operations
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Uitkeer
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Three (3) to (5) five years' relevant experience. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of Human Resources prescripts. Knowledge of working procedures in terms of the working environments. Knowledge of financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge and understanding of the framework governing the Public Service. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Supervise and render general clerical support services e.g. Record, organise, store, capture and retrieve correspondence and data. Handle routine enquiries. Keep and maintain the filing system. Type basic letters and/or other correspondence when required. Supervise and provide supply chain clerical support services e.g. Laise with internal and external stakeholders in relation to procurement of goods and services. Stock control of office stationery. Keep

		and maintain the asset register. Arrange travelling and accommodation. Supervise and provide personnel administration clerical support e.g. Keep and maintain the attendance register, personnel records and leave register. Supervise and provide financial administration support e.g. Capture and update expenditure. Check correctness of subsistence and travel claims and submit to manager for approval. Handle telephone accounts and petty cash. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. S.F. Cannon Tel No: (042) 243 6150
<u>NOTE</u>	:	Preference will be given to applicants from the geographical area.
<u>POST 27/85</u>	:	<u>SUPPLY CHAIN CLERK PRODUCTION REF NO: 170826/06 (X2 POSTS)</u> Branch: Infrastructure Management: Southern Operations Dir: Southern Operations
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as ability to capture data, operate computer and collect statistics. Basic knowledge of work procedures in terms of the working environments. Flexibility and teamwork. Basic knowledge of problem solving and Analysis. People and diversity management. Client orientation and customer focus. Good Communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, administer goods receipts and goods issue. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective management of controls and registers. Capturing of requisitions, orders, goods receipting and payments. Manage filing of Supply Chain Management documentation. Maintain registers for orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto the database. Maintain and administer stores. Recording, faxing, copying and filing of documentation. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, goods received, asset verification, stocktaking and bar – cording of assets, courier services etc. Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users. Process payments on SAP.
<u>ENQUIRIES</u>	:	Mrs N Gqiba Tel No: (021) 941 6125
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 27/86</u>	:	<u>MAINTENANCE VEHICLE OPERATOR REF NO: 170826/07</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Breede/Qouritz (Worcester – Western Cape)
<u>REQUIREMENTS</u>	:	An NQF level 4. The disclosure of a valid Code EC /EC1 (or equivalent) unexpired driver's license with valid PDP. Certified competency /operating certificate or relevant heavy plant/ machinery. At least five (5) years' experience in driving heavy motor vehicles and operating heavy equipment. Traffic and road safety regulations. Mechanical knowledge of heavy vehicles and machinery. Occupational Health Safety (OHS). Basic knowledge of departmental transport policies and procedures. Basic record keeping and reporting procedures. Good Communication skills both (verbal and written).

Attention to details and alertness. Problem solving in operational environments. Ability to work under pressure and in adverse weather/site conditions. Integrity and discretion.

DUTIES

: Responsible for conducting quality assurance of driver/operator systems. Operate specialized plant/ equipment. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible for ensuring that vehicles are serviced on time. Analyze logistics operations. Transportation of work teams and materials/ equipment. Collection of goods at suppliers and department stores. Maintenance of registering department and pickups. Function in accordance with applicable legislative requirements. Detect and repair minor mechanical problems on the vehicles/ equipment and take steps to have it repaired. Report major defects for repairs. Routine maintenance of equipment. Conduct routine inspection of visible defects around the exterior of the equipment and vehicles. Attend to special requests. Recording of daily trips, fuel and fluids levels and logbooks for both vehicles and equipment. Periodic checks on vehicles maintenance standards. Ensure that the place is clean, where equipment is kept avoiding fire hazards. Adherence to Safety and procedures: ensure the safekeeping of equipment and vehicles. Assist with maintenance work at gauging stations. Assist with refurbishment and construction work at gauging stations. Assist civil teams with civil maintenance and construction work of Government Water schemes infrastructure. Use of handheld tools and power tools during construction work.

ENQUIRIES

: Ms NG Mthenjana Tel No: (021) 941 6151

NOTE

: Preference will be given to candidates from the geographical area.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

APPLICATIONS

: Applications must be submitted as follows: via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: e-recruitment-bhisho@ecdpw.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE

: 17 August 2026. No late applications will be accepted.

NOTE

: Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. All shortlisted candidates for SMS posts will be subjected to technical exercises and interviews. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behaviourally preferences, emotional intelligence and integrity. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies

using the mandated Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

MANAGEMENT ECHELON

POST 27/87 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPWI 01/07/2026**
This is a re-advertised post. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 554 696 per annum (Level 14)
CENTRE : Bisho
REQUIREMENTS : National Senior Certificate, Bachelor's Degree in B.Com, Management Accounting, Financial Management (NQF L7 as recognised by SAQA, Post graduation qualification in Finance and serving articles will be an added advantage. Five (5) years of experience at a Senior Managerial level (within financial management) Pre Entry SMS or Nyukela Certificate is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Results / Quality Management, Decision Making, Knowledge Management, Knowledge and understanding of legislative framework that governs the public service, Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury/Practice Notes, Treasury & DPSA Circulars, General Accounting Principles (GRAP), SCM Guidelines and Frameworks, Understanding Financial Management best practices, Financial Management Systems (PERSAL, BAS & LOGIS). Budget formulation and control, Financial reporting and audit coordination, Risk management and internal controls, Infrastructure funding frameworks and financial modelling, Government programmes, Information management, Citizen Focus and Responsiveness, Develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project/Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving.

DUTIES : Oversee the management and provision of management accounting services: Ensure appropriate management, planning and compilation of the MTEF budget and adjustment estimates for the department. Oversee budget preparation process and budget monitoring for the department. Oversee the final draft budget preparation process and provide support to internal stakeholders' prior submission. Manage compilation and implementation of monthly forecasts. Oversee compilation and timely submission of monthly, quarterly and annual financial performance reports and provide recommendations and advice programmes to address significant variances. Ensure financial statements are submitted timeously in accordance with applicable standards and legislative requirements. Oversee provisioning Financial Accounting and Administration Services: Ensure development, monitoring and implementation of financial administration and accounting policies, systems and processes. Ensure the management of salary payments and rebates. Ensure the management of expenditure and general payments services. Oversee expenditure control systems to prevent over/under-expenditure and unauthorized, irregular, fruitless and wasteful expenditure (UIFW). Ensure provision of asset liability and debt management services. Oversee development, implementation, and monitoring of revenue management frameworks, systems, and processes to ensure effective billing, collection, and accounting of revenue generated by the department. Ensure management and provisioning of bookkeeping and financial accounting services. Oversee the provisioning of supply chain and asset management services: Oversee the development and monitoring on the implementation of supply chain management internal policies, systems and processes. Ensure the management of demand management services. Manage the provision of asset management services. Manage rendering services to and advise internal units with regards to demand and acquisition of services and goods. Ensure sound provisioning of supply and logistics management services. Ensure

sound management and provisioning of procurement performance and compliance monitoring services. Ensure management of assets and fleet management services. Ensure accuracy, completeness and validity of financial reporting on departmental assets and accurate departmental asset register. Ensure the provision of internal control and compliance management services: Manage coordination on the implementation of audit recommendations. Oversee management of Fraud and loss in the department. Oversee management of Fraud Prevention. Ensure implementation of governance framework across the department. Ensure compliance monitoring in relation to policies, processes and procedures. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Ensure monitoring of operations on accounting systems, controls and procedures to ensure the integrity of financial information. Promote good corporate governance. Employee Performance: implementation and monitoring of the policy focused priorities as pronounced in the Departmental Policy Speech, Promote intergovernmental relations, integrated governance and sound stakeholder relationship, Management of Provincial transversal programs, Facilitation of minimum information security standards (MISS) and overall accountability of the Department. Key Government Focus Areas: Develop and implement an effective and efficient supply chain management system, Support international and regional integration programmes and commitments, Promote diversity and Transformation management Priorities, Promoted integrated Governance. Auditor General: Focus on the measurement of the extent of the departmental financial and legislative compliance, Ensure no material findings on non-compliance with legislation, Ensure financial statement is free from material misstatements. Organizational Performance: Ensure the development, implementation and review of the Departmental Strategic Imperatives, Focus on assessing the organizational performance based on the predetermined targets in the Annual Performance Plan, Ensure the audited Annual Report (AR) will be used to establish the extent in which the objective in the APP has been achieved.

<u>ENQUIRIES</u>	:	Mr.T.Matso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to white male.
<u>POST 27/88</u>	:	<u>DIRECTOR: PROPERTY MANAGEMENT REF NO: DPWI 02/07/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree/B SC in Property Studies/Real Estate (NQF level 7 as recognized by SAQA) with 5-years of experience at Middle/ Senior Managerial level. Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service, In-depth knowledge and understanding of National and Provincial Property legislation, Regulations and Policies. Understanding of public sector governance framework, compliance and accountability mechanisms, In-depth knowledge, understanding and application of GIAMA. Expertise in lease management, state land administration, property valuations and asset optimisation strategies. In-depth knowledge of and understanding of Public Finance Management Act. Applicable legislation and Prescripts. Government Programmes. Information Management. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytica. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Ensure Sound Management of Expense Lease. Provide strategic leadership and oversight for the provincial expense lease portfolio to ensure alignment

with departmental accommodation strategies and infrastructure plans. Oversee implementation of Immovable Asset Management Policy related to leasing and ensuring compliance with legislative and governance frameworks. Direct strategic accommodation planning based on User and Custodian Asset Management Plans to optimised leasing decisions. Oversee provincial leasing procurement planning to ensure cost effectiveness, compliance, and responsiveness to client departmental needs. Manage high-level stakeholder relations between landlords, client departments, and government stakeholders to ensure service delivery and value optimisation. Ensure Sound Management of Income Lease. Provide strategic leadership in managing the provincial income lease portfolio to maximise revenue generation and asset utilisation. Oversee development and maintenance of the Provincial Income Lease Register to ensure accuracy, compliance, and strategic decision making. Drive strategies for commercialisation and optimal utilisation of state land and buildings. Provide strategic oversight and support to regional offices to ensure consistent revenue lease management practices. Strengthen stakeholder partnerships with private sector and public institutions to enhance revenue opportunities. Ensure Proper Management of Property Holdings. Provide strategic oversight on management of provincial property holdings to ensure optimal utilization, compliance and asset value preservation. Oversee lease contract governance to ensure compliance, validity, and risk mitigation across the property portfolio. Direct strategic land administration initiatives, including land audits, utilisation assessments, and long-term planning. Facilitate high-level stakeholder engagement with public and private sector entities regarding property matters. Oversee research, reporting, and information management systems to support evidence-based property management decisions. Ensure Effective Management of Municipal Services, Property Rates and Taxes. Provide strategic oversight on the management of municipal services rates, and taxes to ensure compliance with financial and legislative prescripts. Oversee validation and payment processes for municipal accounts to ensure financial accuracy and accountability. Ensure effective management of debtors and creditors relating to municipal services, including risk mitigation and financial reporting. Engage strategically with municipalities to resolve service delivery and billing challenges affecting state properties. Manage Allocated resources services. Manage the allocated resources.

<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 / S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpgw.gov.za Preference will be given to Coloured male with disability.
<u>POST 27/89</u>	:	<u>DIRECTOR: PROPERTY INVESTMENT AND DEVELOPMENT REF NO: DPWI 03/07/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree/B SC in Property Studies/Real Estate (NQF level 7 as recognized by SAQA) with 5-years of experience at Middle / Senior Managerial level. Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service. In-depth knowledge and understanding of National and Provincial Property legislation, Regulations and Polies. Understanding of public sector governance framework, compliance and accountability mechanisms. In-depth knowledge, understanding and application of GIAMA. Expertise in lease management, state land administration, property valuations and asset optimisation strategies. In-depth knowledge and understanding of Public Finance Management Act. Applicable legislation and Prescripts. Government Programmes. Information Management Applicable Council Registration legislation, procedures and conduct. Government Programmes. Information Management. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytica. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution/ Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment.

DUTIES

Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

- : Ensure Efficient Management and Optimal Utilization of State Properties
Provide advice on strategic investment decisions by providing expert technical guidance on valuation methodologies, property research, and market trends to optimise the portfolio's long-term value. Provide strategic oversight of portfolio performance, interpreting performance metrics and market intelligence to guide policy direction and ensure alignment with organisational objectives. Lead comprehensive property research initiatives to identify investment opportunities, assess potential leverage, and inform long-term asset planning. Provide executive oversight on feasibility and viability assessments to guide sustainable revenue-generating property development initiatives. Ensure Development and Implementation of Innovative Frameworks to Enhance Revenue Generation Across the State Portfolio. Lead high-level economic and fiscal research initiatives to identify and priorities property-related revenue streams, using advanced cost-benefit modelling and scenario planning to inform strategic investment decisions across the state portfolio. Manage development and ensure implementation of mechanisms for attraction of property developers and investors for economic improvement of the state portfolio Manage the facilitation and establishment of strategic partnerships with development funders to support the transformation of property sector and expand opportunities for emerging market entrants. Oversee governance and performance of long-term leasing and ensure development of programmes to ensure sustainability and compliance. Ensure Sound Management and Co-ordination of Policy and Guideline Framework for Effective Implementation of Sub-Programme. Provide strategic leadership in the development of policies, guidelines, procedure manuals and processes that regulate property investment and development. Drive strategic approval process for all newly developed policies, guidelines, procedure manuals. Monitor the strategic impact and effectiveness of implemented policy frameworks on the overall performance, compliance and risk profile of the property portfolio. Ensure alignment of property investment policies with provincial socio-economic priorities and infrastructure strategies. Effective Management of Investment Planning Services. Provide strategic guidance on release and utilisation of immovable assets to maximise economic and social returns. Manage development of investment marketing strategies. Evaluate and manage risks and returns of property developments initiatives. Provide advice on financing models, yield optimisation, and investment structuring for property development projects. Manage the Allocated Resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Unit. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

- : Mr. T. Matiso at 066 489 6117/ Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

NOTE

- : Preference will be given to African Female

POST 27/90

- : **DIRECTOR: INFRASTRUCTURE DELIVERY FOR HEALTH FACILITIES**
REF NO: DPWI 04/07/2026

SALARY

- : R1 317 384 per annum (Level 13)

CENTRE

- : Bisho

REQUIREMENTS

- : National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Civil Engineering/ Quantity Surveying/ Construction Management/ Architecture with 5-years of experience at Middle/ Senior Managerial level in Construction (Building structures). Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service, In-depth knowledge

Infrastructure Delivery Management System (IDMS). Understanding of Infrastructure Programme Management Plans (IPMP) and IPIPs. Knowledge of project lifecycle costing and asset management (planning, procurement implementation maintenance. Understanding of life-cycle costing and asset management principles. Knowledge and understanding Government Immovable Asset Management Act (GIAMA). Knowledge and understanding Infrastructure Development Act. Knowledge of National Building Regulations and standards. Knowledge of CIDB processes and tender systems. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytica. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution/ Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES

: Lead and govern development of construction procurement strategy and Infrastructure Programme Management Plan (IPMP). Direct development and alignment of IPMP and procurement strategies with DoH priorities. Oversee integration of technical standards, lifecycle planning, and professional inputs. Drive innovation and sustainable infrastructure solutions. Ensure integration of infrastructure planning with budgeting and service delivery priorities. Advise executive management on infrastructure planning strategies. Lead Infrastructure Programme Implementation and Delivery Oversight. Ensure development and alignment of Infrastructure Programme Implementation Plans (IPIPs) with strategic and budget priorities for sign off by DoH. Direct and prepare the procurement plan. Direct development and governance of service delivery agreements. Oversee implementation of infrastructure programmes to ensure alignment with time, cost, and quality. Ensure alignment of IPIPs with budgets and cash flow projections. Oversee validation of infrastructure designs and ensure compliance with National and Municipal Regulations. Oversee Infrastructure Procurement and Contract Management. Ensure appointment of suitable professionals from DoH in collaboration with the Departmental Supply Chain Management Unit (SCM). Direct governance and compliance within SCM processes. Manage preparation of relevant procurement documentation throughout the different phases in the project management cycle. Ensure registration of projects on the CIDB i-tender system. Ensure appointments of competent service providers and contactors. Direct issuing of work and batch orders. Oversee Sector Performance and Infrastructure Programme Reporting. Provide strategic oversight of IPIPs and Project Execution Plans (PEPs) to ensure alignment with DoH Priorities and budgets. Ensure implementation of infrastructure programmes and contracts to ensure delivery within scope, time, cost, and quality standards. Direct management of contract performance, risks, and cost variations to ensure compliance and value for money. Lead programmes monitoring, evaluation, and reporting to inform decision-making and governance structures. Facilitate high-level stakeholder coordination with DoH and implementing agents to resolve challenges and improve delivery outcomes. Lead transition and integration of projects from alternative implementing agents to ensure continuity and accountability. Lead Programme Planning and Performance Planning Management Systems. Oversee budgeting and financial management to ensure efficient and aligned resource utilization. Drive the development and alignment of IPIPs with strategic and funding priorities. Oversee implementation and performance of infrastructure programmes against approved plans. Direct strategic performance reporting to support governance and decision-making. Oversee procurement planning to ensure alignment with delivery plans and compliance. Manage the Allocated Resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality /quantity and timeline. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employees' performance and

		ensure timely performance Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Preference will be given to Youth White Male.
<u>POST 27/91</u>	:	<u>DIRECTOR: PROVINCIAL INFRASTRUCTURE COORDINATING COMMISSION (PICC) SECRETARIAT REF NO: DPWI 05/07/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Developmental Studies / Public Management / Public Administration / Engineering (Civil, Electrical, Structural, Mechanical) / Quantity Surveying / Architecture / Urban and Regional Planning / Occupational Construction Health and Safety / Safety Management with 5-years of experience at Middle/ Senior Managerial level in Infrastructure environment. Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service, In-depth understanding of the South African infrastructure landscape, public sector governance, and the legislative framework governing infrastructure development. Sound understanding of South African Infrastructure Landscape, Public Sector Governance and Legislative Framework Governing. Sound understanding of South African Infrastructure Landscape, Public Sector Governance, and Legislative Framework Governing Infrastructure Development and Maintenance. Knowledge of project lifecycle costing and asset management (planning, procurement implementation maintenance. In-depth understanding of infrastructure planning frameworks, norms and standards as well as lifecycle costing. In-depth knowledge of provincial and national infrastructure planning, delivery, and maintenance frameworks. Strong understanding of government planning, procurement, financial management (PFMA, Treasury Regulations), and governance systems. Knowledge of Project and Programme Management methodologies, including risk management and monitoring and evaluation frameworks. Understanding of intergovernmental coordination, infrastructure policy, and strategic planning principles. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytica. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution/ Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Manage and Govern Provincial Infrastructure Coordination Frameworks. Direct the development and institutionalisation of provincial infrastructure governance frameworks, systems, and protocols. Advise PICC, EXCO, and governance structures on infrastructure coordination and governance improvements. Champion intergovernmental coordination to align infrastructure planning and delivery across sectors. Drive alignment of infrastructure programmes with provincial priorities and policy frameworks. Oversee continuous improvement of governance frameworks to enhance accountability and performance. Direct Provision of Strategic Secretariat and Advisory Services to PICC. Lead provision of strategic secretariate services to Provincial governance structures. Ensure consolidation and strategic presentation of infrastructure reports in support of T-PICC and related governance structures, informing high-level decision-making. Advise governance structures on infrastructure performance, risks, and strategic priorities. Ensure effective functioning of governance forums through structured coordination and support. Facilitate informed decision-making through accurate, timely, and integrated reporting Lead Interventions in Resolving Infrastructure Delivery Bottlenecks and Drive Delivery of Provincial Strategics Projects (PSPS) and B5 Programmes. Direct identification and resolution of systemic infrastructure delivery bottlenecks.

Oversee analysis of infrastructure performance trends and recommend strategic interventions. Advise on corrective and preventative measures to address delays and inefficiencies. Escalate high-impact risks and challenges to executive leadership for resolution. Champion collaborative platforms to strengthen coordination and accountability and shared responsibility among stakeholders. Oversee Infrastructure Documents Information and Knowledge Management Systems. Direct the development and management of infrastructure information and reporting systems. Ensure integrity, accuracy, and accessibility of infrastructure data to support decision-making. Champion knowledge management and digital transformation initiatives. Oversee production of strategic reports for executive and governance structures. Facilitate evidence-based planning and decision-making through integrated infrastructure information systems. Lead timeous development and submission of written reports to internal and external structures (EXMA / Top Management, EXCO resolutions, Working Groups, Cluster, Audit Committee, Risk and Ethics Management Committee, Portfolio Committees, Parliamentary Standing Committees, AGSA). Manage Allocated Resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure effective budget planning and financial management controls for the PICC Secretariat Directorate. Ensure implementation of localization of procurement for the PICC Secretariat Directorate. Manage risk and fraud prevention measures for the PICC Secretariat Directorate.

ENQUIRIES : Mr. T. Matiso at 066 489 6117/ Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
Preference will be given to Youth White Male.

OTHER POSTS

POST 27/92 : **DEPUTY DIRECTOR: RECRUITMENT & SELECTION REF NO: DPWI 06/07/2026**

SALARY : R932 292 per annum (Level 11)

CENTRE : Bisho

REQUIREMENTS : National Senior Certificate, B Degree NQF Level 7 (as recognised by SAQA) in Human Resource Management/ Public Administration/ Industrial Psychology with three years' relevant experience in Human Resource Management at an Assistant Director Level. A valid driver's licence. Introduction to PERSAL Certificate is compulsory. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Services. Knowledge, understanding and application of legislative framework policies and prescripts that govern the Recruitment and Selection process in the Public Service. In-depth knowledge and understanding of Human Resource Management prescripts and legislations. Knowledge of PERSAL System. Knowledge of Financial regulations and instructions and application of financial procedures. Applied strategic thinking. Research skills. Apply Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing others. Diversity management Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and building Bonds. Planning and organising. Problem solving and decision making. Project management. Team Leadership. Computer literate. Good communication skills (verbal and written). Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

<u>DUTIES</u>	:	Manage Implementation of Recruitment, Selection and Appointment Process. Develop and ensure implementation of Annual Recruitment Plan. Manage Implementation of Transfers, Translation and Secondments. Monitor and report on transfers of employees from other departments. Monitor and report on secondment of employees. Report on acting appointments of departmental employees. Management Development and Reviewal Recruitment Policies, Strategies & Procedures. Develop long-term strategies to address employee turnover. Present policy to stakeholders for input. Conduct awareness campaigns on developed and reviewed policy and strategies. Monitor and evaluate the effectiveness and implementation of the retention strategies or techniques of the department. Manage Implementation of Pay Progression and Grade progression. Monitor Payments of Pay progression and Grade progression. Request HR status report. Managing area of responsibility. Maintain high standards by ensuring that the team\section produces excellent work in terms of quality and timelines. Resolve problems of motivation and control with minimum guidance from managers. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.
<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 6117 Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Coloured Female.
<u>POST 27/93</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DPWI 07/07/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7 as recognised by SAQA) in Public Administration / Human Resource Management/ Industrial Psychology with three years' relevant experience in Corporate Services at an Assistant Director Level. A valid driver's licence. Introduction to PERSAL Certificate is compulsory. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service. In-depth knowledge and understanding of all Acts and Regulating that governs the HRM discipline. Knowledge, understanding and application of legislative framework, policies and prescripts that govern the Recruitment and Selection process in the Public Service. Knowledge and understanding of Archives and Records Management Act etc. Knowledge of PERSAL System. Knowledge of Financial regulations and instructions and application of financial procedures. Applied Strategic Thinking, Research Skills, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate, Good Communication Skills (verbal and written). Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Results / Quality Management, Decision Making, Knowledge Management, Change Management.
<u>DUTIES</u>	:	Manage Recruitment, selection and placement of employees, Manage and coordinate recruitment, selection, placement and HR Planning. Facilitate and coordinate sitting of Employment Equity committee. Manage compliance with recruitment process. Manage district establishment. Manage Conditions of Services and implementation of employee benefits. Manage leave administration and PILIR. Manage payment of benefits. Manage HR Registry services. Facilitate implementation of COIDA. Manage Human Resource Development. Manage coordination of training and development. Manage coordination of skills audit and workplace skills plan. Manage coordination and implementation of PMDS and development. Manage implementation of Internship and learnership programme. Manage coordination of Training Committee activities. Manage Employee Health and Wellness. Manage HIV/AIDS and TB in the workplace. Monitor Health and Productivity Management. Manage SHERQ services. Manage Wellness programme.

Manage Employment Relations. Advise on labour relations matters. Improve quality of consultations between HR and management. Manage resolutions and outcomes of grievance matters. Manage coordination of discipline and outcomes. Facilitate and coordinate sitting of Regional Labour Forums. Facilitate and implement outcomes of dispute and disciplinary matters. Manage Network and IT Infrastructure. Manage provision of IT services. Manage the provision of IT maintenance services. Manage district back-ups monthly. Manage provision of desk top support. Manage Office Service. Manage opening, closing and archiving of files. Manage proper maintenance of records according to National Minimum Information Requirements (NMIR). Manage movement of files. Manage records/ documents. Manage operations of Registry services. Manage Allocated Resources. Maintain high standard of performance within teams to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Ensure timeously development of job descriptions, signing of workplan agreements and assessment of employees. Ensure management, procurement, maintenance and safekeeping of assets. Participate in strategic planning sessions to develop district operational plans and ensure accurate implementation and reporting thereof. Provide support on audit findings and risks within the unit.

<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ MS. L. Magama at 064 754 8464 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African Male with Disability.
<u>POST 27/94</u>	:	<u>DEPUTY DIRECTOR: FACILITIES & OPERATIONS MANAGEMENT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R932 292 per annum (Level 11)
	:	East London Ref No: DPWI 08/07/2026
	:	Mount Ayliff Ref No: DPWI 09/07/2026
	:	Gqeberha Ref No: DPWI 10/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree in Real Estate/ Built Environment/ Facilities Management/ (NQF level 7 as recognized by SAQA), with 3 years' experience as Assistant Director in Facilities Management/ Property Management. A valid driver's license. Knowledge and Skills: In depth knowledge & understanding of Legislative Framework that Governs Public Service: (PSR, PFMA, PSA, SCM prescripts), Knowledge of Facilities & Property Management. Knowledge & understanding of Occupational Health and Safety (OHS) regulations, National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth & Development Plan for the Eastern Cape, Knowledge and understanding of all other HR related public sector legislation & procedures, Stakeholder and customer relationship management principles, Project and contract management skills, Risk management and compliance knowledge, Strong leadership and decision-making abilities, Communication and stakeholder engagement skills, Citizen Focus and Responsiveness, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Presentation, Analytical, Budget and Financial Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Facilitate Provision of Condition Assessments, identify properties to be assessed, Facilitate the process of condition assessment, Receive completed reports from inspectorate, identify properties to be renovated, Ensure the safe keeping of records. Maintain State-Owned Buildings, Compile the list of properties to be maintained, Liaise and forward the list to inspectorate/ maintenance, Facilitate the maintenance process, Ensure completion of projects under facilities section. Manage Provision of Cleaning Services, Manage identification and recommendation of properties requiring cleaning services, Manage facilitation of procurement processes for cleaning service providers in line with SCM prescripts, manage placement and coordination of appointed service providers to ensure effective cleaning service delivery, Manage monitoring of contractor performance, compliance with service level agreements, and approval of payments. Manage Provision of Gardening and Beautification Services, Manage identification and recommendation of

properties requiring gardening and beautification services, Manage facilitation of procurement processes for gardening and related service providers in line with SCM prescripts, Manage placement and coordination of appointed service providers to ensure effective service delivery, Manage monitoring of contractor performance, compliance with service level agreements, and approval of payments. Manage Provision of Office Accommodation to Client Departments, Manage accommodation needs assessments with client departments, Manage identification and optimal utilisation of state and leased properties, including development of C-AMPs and U-AMPs in line with GIAMA, Manage stakeholder relations with user departments regarding office accommodation, Manage monitoring of immovable asset performance and utilization, Manage inspections of office buildings and implementation of corrective measures where necessary, Manage reporting on accommodation provision and asset performance. Manage Implementation of Total Security Management in The District, Manage implementation of physical security measures, policies and procedures, Manage and implement personnel & information security, Manage and investigate security breaches in the district, Manage security services for the district, Manage The Allocated Resources, Maintain high standards by ensuring that the team / section produces excellent, work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : East London: (Preference will be given to African Male)
Mount Ayliff: (Preference will be given to Coloured Male with Disability)
Gqeberha: (Preference will be given to Coloured Female)

POST 27/95 : **CONSTRUCTION PROJECT MANAGER: CAPITAL WORKS (X2 POSTS)**

SALARY : R914 517 per annum, (OSD)
CENTRE : East London Ref No: DPWI 11/07/2026
Mount Ayliff Ref No: DPWI 12/07/2026

REQUIREMENTS : National Senior Certificate, National Higher Diploma (NQF Level 6) in Built Environment Field with a minimum of 4 years and 6 months' certified experience/ B tech (NQF Level 7) in Built Environment Field with 4 years certified managerial experience/ Honours Degree (NQF Level 8) in Built Environment Field with a minimum of 3 years' experience. A valid driver's license. Compulsory registration with the SACPCMP as Professional Construction Project Manager. Knowledge and Skills: Decision making. Team leadership, Analytical skills, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, conflict management, Problem solving and analysis, People management, Change management, innovation. Competencies: Programme and project management, Quantity Survey principles and methodologies, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing, technical consulting, Creating high performance culture, Professional judgement.

DUTIES : Manage and co-ordinate all aspects of projects (1) Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; (2) Create and execute project work plans and revise as appropriate to meet changing needs and requirements; (3) Identify resource needed and assign individual responsibilities; (4) Manage day-to-day operational aspects of a project of scope and (5) Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: (1) Report project progress to Head of Buildings-Capital Works; and (2) Manage Project budget and resources; Office Administration: (1) Provide inputs to other professionals with tender administration; (2) Liaise and interact with service providers, client and management; (3) contribute to the human resources allocated related

		activities; (4) maintain the records management system and the architectural library; and (5) utilize resources allocated effectively. Research and Development: (1) Keep up with new technologies and procedures; (2) research/literature on new developments on projects management technologies; and (3) Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr. Z. Tana at 064 754 8464 for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 039 254 6942
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za East London (Preference will be given to African Female) Mount Ayliff (Preference will be given to White Male)
<u>POST 27/96</u>	:	<u>QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 13/07/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R791 604 per annum, (OSD)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) with three (3) years post qualification quantity surveyor experience is required. A valid driver's licence. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Knowledge and Skills: Decision making. Team leadership, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication skills, Computer literacy, Planning and organizing, conflict management, Problem solving and analysis, People management, Change management, innovation. Competencies: Programme and project management, Project principles and methodologies, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing, Technical consulting, Creating high performance culture, Networking, Professional judgement.
<u>DUTIES</u>	:	Perform Quantity survey activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding Quantity Survey. Ensure adherence to Quantity Survey determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement of SCM and personnel. Report on delivery expenditure and service. Research and development. Continuous professional development according to council guidelines. Research/literature studies on quantity surveys to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.
<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African Female with Disability and Youth White Female.
<u>POST 27/97</u>	:	<u>TOWN PLANNER: IMMOVABLE ASSET MANAGEMENT REF NO: DPWI 14/07/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (OSD)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	Bachelor Degree in Urban / Town and Regional Planning or relevant qualification with three (3) years' post qualification professional experience required. Valid driver's license. Compulsory Registration with SACPLAN. Knowledge and Skills: Decision making. Team leadership, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication skills, Computer literacy, Delegation and development of others, Planning, organizing and execution, Ability to manage conflict, Problem solving and analysis, Insight, People management and Change management. Competencies: Project and Programme Management. T&R Principles and Methodologies. Research and Development. Computer-aided applications. T&R knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgement.
<u>DUTIES</u>	:	Ensure the application of Town and Regional Principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of

		development in compliance with applicable legislation and town and regional planning standards and guidelines. Human Capital Development. Mentor, train and develop candidate town and regional planners. Supervise town and regional planning work processes. Office administration and Budget planning. Monitor and control budget. Report on delivery expenditure and service. Research and development. Liaise with relevant bodies/councils on town and regional planning related matters. Research Literature studies on town and regional technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to Youth, White Male.
<u>POST 27/98</u>	:	<u>ASSISTANT DIRECTOR: LEASES (X2 POSTS)</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Queenstown Ref No: DPWI 15/07/2026 Aliwal North Ref No: DPWI 16/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) in Facilities Management/ Property Management / Horticulture & Landscaping / Real Estate / Building / Construction Management with 3 years' experience at supervisory level or SL7/8 in Facilities Management. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs Public Service. In-depth knowledge and understanding of GIAMA. Knowledge and understanding of PFMA. In-depth knowledge and understanding of Occupational Health and Safety Act and related buildings regulations. Knowledge and understanding of Facilities Management Policies, Procedures and Best Practices. Knowledge of Asset and Maintenance Management. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. Planning, coordination. Problem-solving and analytical ability. Facilities inspection and compliance monitoring. Report writing and data analysis. Stakeholder engagement and client relations. Communication. Client relationship management. Report writing and presentation. Computer literacy (MS Office, Facilities Management Systems). Project Coordination.
<u>DUTIES</u>	:	Coordinate provision of cleaning services: Coordinate the provision of cleaning services across district facilities. Facilitate development of specifications and procurement processes for cleaning services. Monitor contractor performance and ensure compliance with service standards. Oversee contract administration, including verification of service delivery and certification of payments. Monitor cleanliness of government facilities to ensure adherence to departmental cleaning standards policies. Coordinate provision of gardening and beautification services: Coordinate provision of gardening and landscaping services for state facilities. Facilitate procurement and appointment of service providers in line with SCM processes. Monitor performance and quality of services delivered. Oversee contract implementation and compliance with environmental standards. Ensure alignment of services with departmental maintenance and beautification standards. Coordinate implementation of condition assessments: Coordinate implementation of condition assessments for state owned facilities. Analyse condition assessment reports to inform maintenance planning and prioritization. Facilitate development of maintenance plans and cost estimates based on condition assessment data. Provide reports to inform infrastructure and asset management decisions – making. Ensure proper recordkeeping of condition assessments and maintenance reports. Manage utilization inspection on state-owned buildings: Plan and conduct utilization inspections to assess use of allocated space. Monitor space utilisation and identify underutilized or non-compliant usage of facilities. Analyse inspection findings and compile reports to inform management decisions. Ensure compliance with GIAMA and space management standards. Monitor maintenance of utilisation and inspection records. Coordinate implementation of health and safety audits on state owned facilities: Coordinate implementation of occupational health and safety requirements across facilities. Monitor compliance with relevant OHS legislation and building regulations. Facilitate execution of health and safety inspections and audits. Analyse risks identified and recommended appropriate

		corrective interventions. Promote safe working environments in line with statutory and departmental requirements. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 657 2151 / Mr S. Mpumlwana at 083 627 2151 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Queenstown: (Preference will be given to Youth, White Male) Aliwal North: (Preference will be given to Youth, African Males)
<u>POST 27/99</u>	:	<u>ASSISTANT DIRECTOR: LAND AND PROPERTY DEVELOPMENT REF NO: DPWI 17/07/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificates/ National Diploma (NQF level 6 as recognised by SAQA) in Real Estate/Property Management/ Land Administration/ Town Planning with three years' experience at supervisory level in Property Management. Valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the public service. Departmental service delivery principles. Knowledge of departmental policies and procedures. Knowledge and application of Property development principles. Knowledge of Land administration and vesting processes. Knowledge and application of GIAMA. Knowledge Deed Registries Act, Surveyor General's office procedures. Knowledge of Deeds Office and Surveyor General procedures. Knowledge of Supply Chain Management Act and procedures. Knowledge of GIS and Land Information Systems. Planning and coordination. Property data analysis. Stakeholder engagement. Report writing. GIS and property systems literacy. Problem-solving.
<u>DUTIES</u>	:	Coordinate development and maintenance of Immovable Asset Register. Coordinate process for collection, verification, and updating of immovable asset data. Facilitate GIS mapping and site verification and desktop research processes. Monitor accuracy, completeness, and integrity of the Immovable Asset Register. Facilitate provision of property information to stakeholders. Liaise with municipalities and relevant stakeholders to validate asset data. Coordinate Acquisition & Disposal of Immovable Assets Coordinate acquisition and disposal processes of immovable assets in line with legislation. Facilitate stakeholder engagement with municipalities, landowners, and relevant authorities. Oversee preparation and submission of acquisition and disposal applications. Monitor compliance with land claim verification and statutory requirements. Coordinate registration, transfer, and safekeeping of property documentation. Monitor updating of asset registers following acquisition or disposal processes. Coordinate implementation of vesting process. Coordinate identification of state properties requiring vesting. Facilitate preparation and submission of vesting applications. Coordinate presentation of vesting cases to relevant committees. Monitor recording of vested properties in relevant systems (LAW & Asset Register). Provide technical support on vesting processes. Coordinate land and audit projects. Coordinate planning and implementation of land audit projects. Provide technical oversight into audit methodologies and processes. Facilitate data collection, verification, and site inspection processes. Consolidate audit findings and ensure integration into asset management planning. Monitor progress and quality of audit outputs. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's)

		for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Preference will be given to Indian Female with Disability.
<u>POST 27/100</u>	:	<u>CHIEF ARTISAN: GRADE A (X2 POSTS)</u>
<u>SALARY</u>	:	R499 470 per annum, (OSD)
<u>CENTRE</u>	:	Port ST Johns Depot Ref No: DPWI 22/07/2026 Peddie Depot Ref No: DPWI 23/07/2026
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate within the built environment with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking daily preventative and maintenance work. Manage administrative and related functions. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Financial Management Control and monitor expenditure trends. People Management. Maintain and advance expertise.
<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za for Mthatha posts: Ms. V Potelwa / Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Port ST Johns Depot: (Preference will be given to African Female) Peddie Depot: (Preference will be given to African Male)
<u>POST 27/101</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES & OPERATIONS MANAGEMENT REF NO: DPWI 16/07/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 as recognised by SAQA in Facilities Management / Property Management/Horticulture & Landscaping / Real Estate / Building / Construction Management / Quantity Surveying with 3 years' experience in supervisory level or SL7/8 in Facilities Management. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs Public Service. In-depth knowledge and understanding of GIAMA. Knowledge and understanding of PFMA. In-depth knowledge and understanding of Occupational Health and Safety Act and related buildings regulations. Knowledge and understanding of Facilities Management Policies, Procedures and Best Practices. Knowledge of Asset and Maintenance Management. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. Planning, coordination. Problem-solving and analytical ability. Facilities inspection and compliance monitoring. Report writing and data analysis. Stakeholder engagement and client relations. Communication. Client

DUTIES

relationship management. Report writing and presentation. Computer literacy (MS Office, Facilities Management Systems). Project Coordination.

: Coordinate provision of cleaning services: Coordinate the provision of cleaning services across district facilities. Facilitate development of specifications and procurement processes for cleaning services. Monitor contractor performance and ensure compliance with service standards. Oversee contract administration, including verification of service delivery and certification of payments. Monitor cleanliness of government facilities to ensure adherence to departmental cleaning standards policies. Coordinate provision of gardening and beautification services: Coordinate provision of gardening and landscaping services for state facilities. Facilitate procurement and appointment of service providers in line with SCM processes. Monitor performance and quality of services delivered. Oversee contract implementation and compliance with environmental standards. Ensure alignment of services with departmental maintenance and beautification standards. Coordinate implementation of condition assessments: Coordinate implementation of condition assessments for state owned facilities. Analyse condition assessment reports to inform maintenance planning and prioritization. Facilitate development of maintenance plans and cost estimates based on condition assessment data. Provide reports to inform infrastructure and asset management decisions – making. Ensure proper recordkeeping of condition assessments and maintenance reports. Manage utilization inspection on state-owned buildings: Plan and conduct utilization inspections to assess use of allocated space. Monitor space utilisation and identify underutilized or non-compliant usage of facilities. Analyse inspection findings and compile reports to inform management decisions. Ensure compliance with GIAMA and space management standards. Monitor maintenance of utilisation and inspection records. Coordinate implementation of health and safety audits on state owned facilities: Coordinate implementation of occupational health and safety requirements across facilities. Monitor compliance with relevant OHS legislation and building regulations. Facilitate execution of health and safety inspections and audits. Analyse risks identified and recommended appropriate corrective interventions. Promote safe working environments in line with statutory and departmental requirements. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: contact Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381

NOTE

: e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

Preference will be given to Youth, African Males.

POST 27/102

: **ASSISTANT DIRECTOR: IGR STAKEHOLDER ENGAGEMENT COMMUNICATION (X3 POSTS)**

SALARY CENTRE

: R487 197 per annum (Level 09)
: East London, BCM Ref No: DPWI 18/07/2026
East London (Amathole) Ref No: DPWI 19/07/2026
Aliwal North Ref No: 20/07/2026

REQUIREMENTS

: National Senior Certificate, B-Degree/ National Diploma in Public Management/ Administration, Management/ Social Science, Development Studies, (NQF L6 as recognised by SAQA), with 3 years' experience at supervisory level or SL7/8 and drivers' licence is compulsory. Knowledge and Skills: RSA Constitution – Corporative Governance, Public Service Act; Public Service Regulations, IGR Framework Act, 13 of 2005, National/ Provincial Development Plan, 2011, District Development Model, 2019, Integrated Development Plan, Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Computer skills, Organizational Skills, Communication, Programme and project management.

DUTIES

: Manage and coordinate Stakeholder Relations, Establish and maintain stakeholder relations, Develop stakeholder database, Generate and

communicate feedback on issues raised by relevant stakeholders, Maintain effective relations with sector departments and Municipalities at District level, Attend and participate in all IGR forums, Coordinate implementation of cluster collaborative, Enhance cooperation between DPWI and relevant, community based stakeholders, Monitor implementation of resolutions, Manage rendering of communication services in the District, Monitor provision of internal and external communications to the stakeholders, Manage maintenance of the brand for the department, Manage marketing and advertising of District events and programmes, Monitor participation in relevant communication forums inside and outside the department, Monitor development of District newsletters, Manage the rendering of effective and efficient customer service to the clientele of the district, Manage handling of complaints, Monitor reference of complaints to relevant officials, Ensure that follow ups are made by telephone, letter, fax or email so as to adhere to turnaround times, Implement and monitor adherence to Batho Pele Principles, Compile weekly, monthly and quarterly customer care reports, Manage distribution of departmental/district publications, Monitor proper handling of incoming and outgoing calls and manage the front line desk, Render administrative functions, Coordinate development of District plans, Report on implementation of project plans, Monitor development of District AOP, Receive and review enquiries regarding services of the Department, Supervise allocated resources, Maintain high standard of performance within team in order to produce excellent work within stipulated timeframes for achievement of set objectives, Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions, signing of workplan agreements and assessment of employees. Provide support on audit findings and risks within the unit.

<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464 Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za
<u>NOTE</u>	:	East London, BCM: (Preference will be given to African Male) East London (Amathole): (Preference will be given to Youth African Female) Aliwal North: (Preference will be given to African Male)
<u>POST 27/103</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DPWI 21/07/2027</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Gqeberha National Senior Certificate/ National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management / Logistics / Operations Management / Purchase Management / Procurement with three years' experience at supervisory level or salary level 7/8 in Demand Management. A valid driver's licence. Knowledge and Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures. People Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Facilitate the development of procurement plans for the District (threshold below R500 000): Liaise with programme heads to source inputs, Analyse and verify the plans in consultation with the programmes/units, Align the draft procurement plan with the allocated budget, Consolidate the District procurement plan, Monitor, review and assess existing plans and report and check compliance on the submitted RFQS and RFP's, Monitor spending analysis of the procurement plan and submit reports. Conduct needs analysis of the district: Verify past spending of the district, compare stores against procurement plan, advise on District needs planning and spending, and assess District future needs. Perform commodity/industry analysis: Check available commodities in the market to meet the requirements of the district; conduct industry analysis to determine the types of industries; perform life cycle cost analysis for the district; provide an updated price index. Monitor the procurement process for goods and services: Ensure timeous procurement of goods/services; ensure value for money in the procurement of goods/services;

		advise during Bid Specification Committee (BSC) sittings; monitor compliance with SCM prescripts; monitor safekeeping of BID documents; compile monthly, quarterly, and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to White Female.
<u>POST 27/104</u>	:	<u>CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: DPWI 24/07/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Gqeberha
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent, or a N3 and passed trade test in electrical, or registration as an Engineering Technician. 3-5 years of appropriate experience. A valid driver's licence. Knowledge and Skills: Building Regulations, Quality Control of all building works, Management of people, risk, change and promotion of teamwork, Management, OHS. Competencies: Good verbal, writing and communication skills, conflict management skills, computer literacy, client orientation and customer focus skills, report writing skills, self-management.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work, develop a bill of quantities, develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained, compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken, develop, implement and maintain an electronic record system for work being done and work that was finalized, develop progress reports on outstanding and finalized work. Analyze and compile relevant project documentation for new and existing structures, through inter alia the following: develop and interpret plans and sketches, draw-up quotation documents and compile specification, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bids, liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the following: Advice and guide contractors in respect of the compliance to legislation and procedures, verify invoices and certify progress of payments, check and process variation orders and make recommendations on requests for extension of deadlines, brief contractors and consultants on projects and certify claims for fees, ensure effective contract administration, facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors, provide advice and guidance on the interpretation and application of legislation, policies and procedures, ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated, monitor the proper utilization of equipment, stores and expenditure, administer the departmental performance management and development system
<u>ENQUIRIES</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to Coloured Male.

<u>POST 27/105</u>	:	<u>CHIEF WORKS INSPECTOR: MECHANICAL (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annual (Level 08)
<u>CENTRE</u>	:	Mthatha Ref No: DPWI 25/07/2026 Queenstown Ref No: DPWI 26/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA), (T/N/S streams), or A N3 and passed trade test in Mechanical within built environment), or Registration as an Engineering Technician with 3 years' relevant experience as a Works Inspector. A valid driver's license. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, Management, OHS, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management. Competencies: Model high standards of performance for self and team, Customer service, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Engineering Management.
<u>DUTIES</u>	:	Conduct and supervise quality control of new works and maintenance projects, Supervise and monitor compliance with the National Building Regulations in inspection of properties, Supervise and monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports, Conduct condition assessment on government used facilities, Conduct and supervise inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance, Conduct and supervise inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Monitor SMMES with respect to quality control, Recommend the appointment of clerk of works for each project where SMMES are appointed, Coordinate resources such that the frequency of inspections is increased on sites where SMMES are involved, Monitor effectiveness of contractors and SMMES in all the projects, Provide assistance to EPWP in development of SMMES, Supervise resources, Identify skills development needs and recommend training and development opportunities, Ensure quality control and effective and efficient workflow by Works Inspectors and report on all work allocated, monitor proper utilization of stores, equipment and expenditure, Administer performance and development system.
<u>ENQUIRIES</u>	:	for Mthatha posts: Ms. V Potelwa at 047 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Ms. N. Ndwane at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana at 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Mthatha: Preference will be given to White Female with Disability. Queenstown: Preference will be given to Youth, White Females.
<u>POST 27/106</u>	:	<u>CHIEF WORKS INSPECTOR: GENERAL BUILDINGS: TECHNICAL MAINTENANCE SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gqeberha Ref No: DPWI 27/07/2026 Queenstown Ref No: DPWI 28/07/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (T/N/S streams) or equivalent, or A N3 and passed Trade Test in the Built environment or Registration as an Engineering Technician, and A valid driver's license. Minimum of 3 years of experience as a Works Inspector. Knowledge and Skills: Building Regulations, Quality Control of all building works, Management of people, risk, change, and promotion of teamwork, Management, OHS. Good verbal, writing, and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self–Management.
<u>DUTIES</u>	:	Conduct and supervise quality control of new works and maintenance projects: Supervise and monitor compliance with the National Building Regulations in inspection of properties, Supervise and monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance with regulations, legislation and processes, attend meetings and submit reports. Conduct condition assessment on government-used facilities:

	Conduct and supervise inspections on DPW-used buildings, coordinate condition assessment report with a view to effecting maintenance, Conduct and supervise inspections on client used/leased buildings, coordinate condition assessment report with a view to advising Immovable Assets, attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of a clerk of works for each project where SMMEs are appointed, coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved, monitor the effectiveness of contractors and SMMEs in all the projects, and provide assistance to EPWP in the development of SMMEs. Supervise resources: Identify skills development needs and recommend training and development opportunities, ensure quality control and effective and efficient workflow by Works Inspectors and report on all work allocated, monitor proper utilization of stores, equipment and expenditure, administer performance and development system.
<u>ENQUIRIES</u>	: Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za Ms. N. Ndawo at /083 627 2151 Ms. S. Nenene at /083 627 2151 Mr. S Mpumlwana at 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdppw.gov.za
<u>NOTE</u>	: Gqeberha: Preference will be given to Indian Male. Queenstown: Preference will be given to Indian Female with Disability and Indian Male.
<u>POST 27/107</u>	: <u>ARTISAN FOREMAN: GRADE A (X6 POSTS)</u>
<u>SALARY CENTRE</u>	: R397 321 per annum, (OSD) Fort Beaufort Depot Ref No: DPWI 29/07/2026 Maluti Depot Ref No: DPWI 30/07/2026 (X2 Posts) Straundale Depot Ref No: DPWI 31/07/2026 Steynburg Depot Ref No: DPWI 32/07/2026 Mount Fletcher Depot Ref No: DPWI 33/07/2026
<u>REQUIREMENTS</u>	: Trade Test Certificate in any Built environment with five (5) years' post qualification experience required as an Artisan. A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	: Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Conduct quality assurance of produced objects, produce projects with material and equipment according to job specification and recognized standards. Maintenance: Inspect equipment and / or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports, Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: continuous individual development to keep up with new technologies and procedures. Research/Literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	: Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za
<u>NOTE</u>	: Fort Beaufort Depot: (Preference will be given to African Male) Maluti Depot: (Preference will be given to Youth Coloured Female with Disability and Youth Indian Female) Straundale Depot: (Preference will be given to White Male) Steynburg Depot: (Preference will be given to African Female)

Mount Fletcher Depot: (Preference will be given to African Female)

POST 27/108 : **SUPPLY CHAIN MANAGEMENT OFFICER: LOSS CONTROL: FINANCIAL MANAGEMENT REF NO: DPWI 34/07/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : East London
REQUIREMENTS :

Matric, National Diploma (NQF level 6 as recognised by SAQA) in Public Administration, Internal Auditing, Accounting / Financial Management with 1-2 years in Supply Chain Management or finance (Compliance, Internal Audit, Loss Control and Risk). Knowledge and Skills: Public Administration, Public Service Legislation, Internal control and risk management framework, Supply Chain Management Framework, Communication, Reporting Skills, Computer Literacy, High ethical standards, confidentiality and integrity.

DUTIES : Loss Identification and Recording, receive cases of losses and theft from Departmental Official, Capture and record loss incidents on relevant registers and systems, Maintain accurate and up-to-date loss control and recovery records. Support in Loss Investigation, Assist with preliminary loss investigations and fact finding, Collect supporting documentation and evidence related to loss cases, Prepare working papers and basic investigation summaries for review, Submission of documents to management and committees, Ensure proper filing and document control in line with public sector requirements, Loss Prevention and Awareness, Support awareness initiatives on loss prevention and internal controls, Assist in monitoring corrective actions implemented to prevent recurrence of losses, Escalate matters to supervisors in a timely and professional manner.

ENQUIRIES : Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to Youth African Male.

POST 27/109 : **SUPPLY CHAIN MANAGEMENT OFFICER: ACQUISITION MANAGEMENT (X5 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Bisho Ref No: DPWI 35/07/2026 (X2 Posts)
Mount Ayliff Ref No: DPWI 36/07/2026
Gqeberha Ref No: DPWI 37/07/2026
Queenstown Ref No: DPWI 38/07/2026

REQUIREMENTS : National Senior Certificate/ National Diploma in SCM/Logistics/ Cost & Management Accounting/ Financial Accounting/Financial Information System (NQF Level 06) with 1-2 years' experience in Acquisition Management. A valid driver's license. Knowledge and Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures. Good Communication Skills (verbal & written), Computer Literate, Planning and Organising.

DUTIES : Render acquisition services, Compile the request for quotation documents, Verify registration of service providers identified on LOGIS, Execute the bidding / quotation process, Publish tender invitations., Send request for quotation documents to the identified service providers, Receive and open bid / quotation documents, Print CSD report, Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations, Publish tender award where applicable, Conduct compliance check on documentation, utilize standard checklist to confirm policy compliance regarding quotes, Send complete document for verification, Record the received quotation documents on the quotation register for the end user to collect, Submit complete documentation for further processing at Logistics Management.

ENQUIRIES : Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana at 083 627 2151, e-recruitment Technical Enquiries: erecruitment-bhisho@ecdpw.gov.za

<u>NOTE</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Bisho: (Preference will be given to Youth Indian Female and Youth White Female) Mount Ayliff: (Preference will be given to White Male with Disability) Gqeberha: (Preference will be given to Coloured Male with Disability) Queenstown: (Preference will be given to Youth White Male)
<u>POST 27/110</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Bisho Ref No: DPWI 39/07/2026 Aliwal North Ref No: DPWI 40/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) in Supply Chain Management / Public Management/Public Administration / Inventory Management / Logistics / Operations / Cost and Management Accounting / Internal Audit with 1-2 relevant experience. A valid driver's licence. Knowledge and Skills: Sound knowledge and understanding of pertinent policies relating to Movable Asset Management. National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Excellent verbal and written communication skills, problem solving, analytical skills and computer literacy. An ability to handle information. Personal Attributes: Clientele/customer relations skills, good interpersonal skills; decision making skills; presentation skills (including report writing), hard- working and highly motivated. Ability to work effectively and efficiently under pressure. Willing to adapt to work schedule in accordance with directorate's requirements. Willing to work for long hours.
<u>DUTIES</u>	:	Barcode new assets and update on LOGIS system/spreadsheet. Track and authorize movements of movable assets and make sure that it is captured on LOGIS/spreadsheet. Conduct the regular spot checks and annual verification of movable assets and other satellite offices. Maintenance and updating of the movable Assets Register on LOGIS/spreadsheet. Manage disposals of assets and keep record of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with Asset Controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are correct when procuring assets. Perform monthly reconciliation of assets between BAS and LOGIS.
<u>ENQUIRIES</u>	:	Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Bisho: (Preference will be given to White Male) Aliwal North: (Preference will be given to Youth African Male)
<u>POST 27/111</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: DEMAND MANAGEMENT REF NO: DPWI 41/07/2026</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Queenstown
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) in Supply Chain Management/Public Management/Public Administration/Logistics/Cost & Management Accounting with 1-2 years' relevant experience. A valid Driver's license. Knowledge and Skills: National Treasury prescripts and circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures People Management, Report Writing, Computer Literacy, Negotiation, Communication, Information Management, Presentation, Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving, KPA'S Render demand management services: Verify correctness and

		completeness of documents submitted, select service providers on CSD (threshold below R30 000), Verify specifications.
<u>DUTIES</u>	:	Compile Tender Documents; Check compliance on submitted documents and issue SCMU number, Review tender documents, Place adverts for tenders, maintain tender register and compile monthly reports on bids advertised, Render secretariat duties, receive requests from programs and draft an agenda, inform members for bid specification committee sitting, Review corrections and advertise on relevant media, Attend briefing sessions where applicable and record minutes. Render administrative functions; Open file for each project approved, copy all documents per checklist, Record and submit to Acquisitions, Record requests; Verify supporting documents, records all request in the incoming register and submit to Acquisitions.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana at 083 627 2151 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Indian Female.
<u>POST 27/112</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: LOGISTICS MANAGEMENT</u> <u>REF NO: DPWI 42/07/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) in Supply Chain Management/Public Management/Public Administration/Logistics/Cost and Management Accounting with 1-2 relevant experience. A valid driver's licence. Knowledge and Skills: PFMA, Treasury Regulations, National Treasury Regulations. Planning and Organising. Good interpersonal relation skills. Presentation skills. Computer Literacy. Problem Solving skills.
<u>DUTIES</u>	:	Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive requests for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth Coloured Male.
<u>POST 27/113</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: RISK AND SCM</u> <u>PERFORMANCE REF NO: DPWI 43/07/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate/ National Diploma) NQF level 6 as recognized by SAQA) in Supply Chain Management / Public Management / Public Administration / Logistics / Cost and Management Accounting / Internal Auditing. A valid driver's licence. Knowledge and Skills: Treasury regulations. PFMA. Compliance policies & procedures. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles. Planning and organizing. Creative thinking. Self-management. Problem analysis.
<u>DUTIES</u>	:	Conduct compliance on supply chain management legislation. Check if terms of reference are in line with regulating policy prescripts. Assist in evaluating bid processes to ensure adherence to prescripts. Attend to tender briefings and give guidance. Receive complaints on terms of reference and acknowledge thereof. Conduct SCM risk management and advice on internal controls. Assist in evaluating the capabilities of service providers. Assist to Investigate the legitimacy of service providers. Responsible for loss control on fixed assets and consumable stores. Register all cases of lost assets and consumables Assist to investigate the circumstances thereof. Make follow up on criminal procedures where required. Supervise the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control

		with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to African Male.
<u>POST 27/114</u>	:	<u>CHIEF REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mthatha Ref No: DPWI 44/07/2025 Queenstown Ref No: DPWI 45/07/2025
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognized by SAQA) in Records Management/ Public Management/ Human Resource Management with 1-2 years' experience in records management/ HR registry environment. A valid driver's license. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Ability to work under pressure. Ability to work as a team and alone. Ability to handle correspondence. Good communication skills (verbal and written). Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<u>DUTIES</u>	:	Maintain efficient and effective record keeping and file management. Implement and maintain the electronic records management system. Ensure that the file plan is up to date in line with changes of the department. Keep control over filing to prevent unnecessary duplicates or bulky items from being placed on files. Custody and safe keeping of register of files opened. Destruction register and register authorities. Responsible for closure of records and tracing of records. Dispatching of outgoing items/ correspondence. Direct supervision and in-service training of registry personnel. Ensure proper archiving documents. Ensure that all files comply with NIMR Requirements.
<u>ENQUIRIES</u>	:	for Mthatha posts: Ms. V Potelwa at 047 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za for CH: Queenstown: Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151
<u>NOTE</u>	:	Mthatha: (Preference will be given to Coloured Male) Queenstown: (Preference will be given to Youth Indian Male)
<u>POST 27/115</u>	:	<u>WORKS INSPECTOR: MECHANICAL REF NO: DPWI 60/07/2026</u>
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in Mechanical Engineering (T/N/S Streams) OR N3 and passed trade test Mechanical within built environment), OR Registration as an Engineering Technician (Mechanical). 1-2 years' relevant experience. A valid driver's license. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people. Risk. Change and promotion of teamwork. OHS Act. Good Verbal, written and communication Skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self-Management.
<u>DUTIES</u>	:	Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised

		work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the expanded public works programme (EPW). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	Preference will be given to White Female.
<u>POST 27/116</u>	:	<u>ARTISAN CARPENTRY: GRADE A: MAINTENANCE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) East London Depot Ref No: DPWI 46/07/2026 Port ST Johns Depot Ref No: DPWI 47/07/2026 Cofimvaba Depot Ref No: DPWI 48/07/2026
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Carpentry). A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge of legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, planning & organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured serviced and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	for Mthatha posts: Ms. V Potelwa Tel No: (047) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquiries: erecruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	East London Depot: (Preference will be given to Coloured Female) Port ST Johns Depot: (Preference will be given to African Female) Cofimvaba Depot: (Preference will be given to White Female)
<u>POST 27/117</u>	:	<u>ARTISAN BRICKLAYING: GRADE A MAINTENANCE (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) Idutywa Depot Ref No: DPWI 49/07/2026 East London Depot Ref No: DPWI 50/07/2026
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Bricklaying). A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills.

		problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured serviced and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Idutywa Depot: (Preference will be given to Coloured Female) East London Depot: (Preference will be given to Youth African Male)
<u>POST 27/118</u>	:	<u>ARTISAN PAINTING: GRADE A MAINTENANCE REF NO: DPWI 51/07/2026</u>
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Libode Depot
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (painting) with valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. V Potelwa Tel No: (040) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African Male.
<u>POST 27/119</u>	:	<u>ARTISAN ELECTRICAL: GRADE A MAINTENANCE (X5 POSTS)</u>
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Mthatha Depot Ref No: DPWI 52/07/2026 Butterworth Depot Ref No: DPWI 53/07/2026 Graafrinet Depot Ref No: DPWI 54/07/2026 Mount Fletcher Depot Ref No: DPWI 55/07/2026 Straundale Depot Ref No: DPWI 56/07/2026
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (electrical) with valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for

		technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. V Potelwa Tel No: (047) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	Mthatha Depot: (Preference will be given to Youth White Male) Butterworth Depot: (Preference will be given to Youth, African Female with Disability) Graafrinet Depot: (Preference will be given to Coloured Female) Mount Fletcher Depot: (Preference will be given to African Female) Straundale Depot: (Preference will be given to Youth, Coloured Male)
<u>POST 27/120</u>	:	<u>ARTISAN AIR CONDITIONING: GRADE A: MAINTENANCE REF NO: DPWI 57/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD) Mthatha Depot Appropriate Trade Test Certificate (Air conditioning). A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. V Potelwa Tel No: (047) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	Preference will be given to Youth African Female.
<u>POST 27/121</u>	:	<u>ARTISAN PLUMBING: GRADE A: MAINTENANCE (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD) Graafrinet Depot Ref No: DPW 58/07/2026 Straundale Depot Ref No: DPWI 59/07/2026 Appropriate Trade Test Certificate. A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment

according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures

ENQUIRIES : Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
NOTE : Graafrinet Depot: (Preference will be given to Youth Coloured Male)
 Straundale Depot: (Preference will be given to Youth White Male)

POST 27/122 : **HR CLERK: RECRUITMENT AND SELECTION (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Bisho Ref No: DPWI 61/07/2026
 Aliwal North Ref No: DPWI 62/07/2026

REQUIREMENTS : National Senior Certificate with no experience required. Knowledge & Skills: Basic Conditions of Employment Act. Batho Pele Principles, Interpersonal skills, Problem Solving and Organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).

DUTIES : Human Resource Provisioning Services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing letters of appointment contracts. Process confirmation of probation appointments. Process personnel utilization through transfers, translations in rank, promotions and secondments.

ENQUIRIES : for Bhisho posts: Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Bisho: (Preference will be given to White Male)
 Aliwal North: (Preference will be given to African Male with Disability)

POST 27/123 : **HR CLERK: CONDITIONS OF SERVICE (X3 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Queenstown Ref No: DPWI 63/07/2026 (X2 Posts)
 Gqeberha Ref No: DPWI 64/07/2026

REQUIREMENTS : National Senior Certificate with no experience required. Knowledge and Skills: Basic Conditions of Employment Act. Batho Pele Principles Interpersonal, Problem Solving and organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).

DUTIES : Execute functions relating to: Conditions of service for DPWI and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties regarding service benefits. General administrative duties.

ENQUIRIES : Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za

NOTE : Queenstown: (Preference will be given to Youth White Male and Youth African Male)
 Gqeberha: (Preference will be given to Youth White Male with Disability)

POST 27/124 : **ADMIN CLERK: COMMUNITY DEVELOPMENT (X6 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Aliwal North Ref No: DPWI 65/07/2026 (X3 Posts)

		Mount Alyiff Ref No: DPWI 66/07/2026 (X2 Posts) East London Ref No: DPWI 67/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required. Knowledge and Skills: EPWP phase 3 guidelines, National Development Plan, Ministerial Determination, Constitution of the Republic of South Africa, Act No.108 of 1996, Occupational Health and Safety Act, Computer literacy skills, Diagnostic skills, Analytical skills, Problem solving skills; Policy development skills.
<u>DUTIES</u>	:	Office support, organize venue for meetings, bookings, attend to incoming and outgoing correspondence, Writing of minutes, Procurement of accommodation and catering, Arrange transport, Filing, Compile and consolidation of spreadsheet for Appointment and Payment of Participants, Capturing of Participants contracts on system, Assist on distribution of Participants protective clothing.
<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za For Mount Alyiff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Aliwal North: (Preference will be given to African Male, Youth African Female with Disability and Youth Coloured Male) Mount Alyiff: (Preference will be given to Youth White Female, Indian Female) East London: (Preference will be given to African Female)
<u>POST 27/125</u>	:	<u>ADMIN CLERK: CAPITAL WORKS (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) East London Depot Ref No: DPWI 68/07/2026 Graafrinet Depot Ref No: DPWI 69/07/2026 Libode Depot Ref No: DPWI 70/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required.
<u>DUTIES</u>	:	Assist in rendering administrative support to the Unit, assist in collating and compilation of Unit reports, and ensure the effective flow of information and documents. Assist with the leave management of the Unit to assist the district. Liaise with District for procurement processes. Ensure safe keeping of all documentation in the office of the Unit.
<u>ENQUIRIES</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Ms. V Potelwa Tel No: (047) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	East London Depot: (Preference will be given to Youth, African Male) Graafrinet Depot: (Preference will be given to Youth, Indian Female with Disability) Libode Depot: (Preference will be given to Youth, Indian Male with Disability)
<u>POST 27/126</u>	:	<u>ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 71/07/2026</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Mount Alyiff
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA); Prescripts; DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. EPWP phase 3 guidelines National Development Plan. Ministerial Determination. Constitution of the Republic of South Africa, Act No.108 of 1996.Occupational Health and Safety Act. Computer literacy skills. Diagnostic skills. Analytical skills. Problem solving skills. Policy development skills.
<u>DUTIES</u>	:	Office Support-Organize venue for meetings, and bookings. Attend to incoming and outgoing correspondence. Writing of minutes. Liaise with Public bodies regarding general administrative-related issues. Provide support to the secretariat for the functional steering committees in accordance with EPWP norms & standards. Facilitate the Data capturing of DPW&I and Public Bodies in the EPWPRS -Liaise and engage with Municipalities and Public Bodies within the O.R Tambo Region. Verify information for accuracy, compliance, and

		completeness. Execute the filling system for the unit. Conduct monthly monitoring of information captured versus information in the system. Implementation of Performance Information-Conduct site verification visits to check compliance with EPWP guidelines and information captured in the EPWP RS. Collections of Attendance and Payment Registers Copies, Employment Contracts of Participants. Conduct file verification of DPWI Projects. Check compliance of information and create a compliance template for each project. Create individual files for each EPWP Project. Procurement Service to EPWP Directorate- Facilitate the Shifting of funds and monitor Budget to prevent under- and overspending. Execution of a procurement system for accommodation, venues, stationery, fuel claims, and other goods and services for the programme. Control of procurement process to ensure that all documentation and signatures are correct. Control and ensure that Incurred Expenditure is kept up to date.
<u>ENQUIRIES</u>	:	for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Male.
<u>POST 27/127</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: LOSS CONTROL REF NO: DPWI 72/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No experience required. Knowledge & Skills: Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act no 108 of 1996, Preferential Procurement Policy Framework Act (PPPFA), Broad-Based black Economic Empowerment (B-BBEE), Public Administration, Public Services Legislation, Management of diversity, Supply Chain Management Framework. Communication, Teamwork, Reliability.
<u>DUTIES</u>	:	The utilization of LOGIS module to generate Commitment: Authorize requisitions on selection RQAT, Teamwork on approved on Logis and provision advise generated. Render logistical support services: Place orders for goods, Receive goods from supplies, Capture goods in registers databases, Receive request for goods from end users, Maintain goods register, Update and maintain register of suppliers. Reconciling requisition to orders: Ensure that the requisition captured on Procurement Integration, Ensure that information is correctly captured, Ensure that the captured allocations, is according to the Budget (BAS report), Verify if the correct supplier is captured and the approved quotation, Receive and return of Goods and Services: The commitments are kept in the 0-9 file awaiting on delivery, Upon delivery, services are confirmed to be rendered, Receipt and issuing on the Logis system are captured and verified, Documents are recorded on a register, and forward to payments.
<u>ENQUIRIES</u>	:	for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Male.
<u>POST 27/128</u>	:	<u>ACCOUNTING CLERK: RECONCILIATION REF NO: DPWI 73/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No Experience required. Knowledge & Skills: National Archives guide and Record Service, Basic Conditions of Employment Act. Batho Pele Principles. Department Policy occupational health and safety. Public Finance Management Act. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Public Service Act. Public Service Regulations. Skills: Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.
<u>DUTIES</u>	:	Provide registry counter services: Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render effective filing and record management services: Opening and closing files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function: 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. Process documents for archiving and / disposal: Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Ms. V Potelwa at 047 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Female with Disability.
<u>POST 27/129</u>	:	<u>ADMIN CLERK: MONITORING AND EVALUATION: EPWP REF NO: DPWI 74/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	National Senior Certificate or NQF Level 4. No experience Required. Knowledge and Skills: Public Finance Management Act (PFMA) DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation. People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.
<u>DUTIES</u>	:	Assist in evaluating the number of Public Bodies reporting on EPWP within the region: Assist in the implementation of IG project lists and other grants projects from the public bodies. Assist in expenditure of Integrated Grants. Prepare project file for completeness. Monitor the number of monthly file completeness report. Prepare reports for sector and district meetings. Monitor sector and district Resolutions. Consolidate and submit reports. Identify gaps and liaise with EPWP Coordinators. Resolve problems of motivation and control with minimum guidance from manager.
<u>ENQUIRIES</u>	:	Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to African Male with Disability.
<u>POST 27/130</u>	:	<u>DATA CAPTURER: INNOVATION AND EMPOWERMENT: EPWP REF NO: DPWI 75/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificate or NQF Level 4. No experience Required. Knowledge and Skills: EPWP phase 3 / 5 guidelines, National Development Plan, Ministerial Determination, EPWP recruitment guidelines, Constitution of the Republic of South Africa, Act No.108 of 1996, Skills Development Act, Occupational Health and Safety Act. Good verbal and written communication, Computer skills, Teamwork, Flexibility, Problem solving, Conflict management.
<u>DUTIES</u>	:	Office support; Capture data from available records into the required formats e.g. databases, table, spreadsheet, submit data, verify query missing data and errors observed during data entry, Review and validate all data from the records, Update registers and statistics, Make regular backups of data, Provide information to components, Keep and maintain records and files, Ensure records and files are properly sorted and secured.
<u>ENQUIRIES</u>	:	for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Indian Male with Disability.
<u>POST 27/131</u>	:	<u>SECURITY OFFICER REF NO: DPWI 77/07/2026</u>
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	National Senior Certificate. Basic security officer's course. Grade C registration with PSIRA. No experience required. Knowledge and Skills: Knowledge of the access control procedure Knowledge of measures of control and movement of equipment & stores Prescribes security procedures e.g MIS, NISA, Protection

		of Information Act, Emergency Procedures. Communication skills, Read and write.
<u>DUTIES</u>	:	Perform access control functions Determine appointments/ or services that the visitors require Contact relevant employee to confirm appointment or refer visitor to the relevant service delivery point Complete or ensure that the admission control register is completed Issue admission control documents/cards as required Escort visitors to relevant employees/venues where Lock and unlock entrances Ensure that unauthorized persons and dangerous objects do not enter the building/premises Follow-up on incidence Undertake building/premises patrols Identify and check doors are locked or unlocked as required Check water leaks and that taps are closed Identify and check fire hazards, exposed electrical contacts and other fire hazards Check lights, switch on and off as required Check suspicious objects and packages and report Apply emergency procedures Ensure safe keeping of equipment, documents and stores of the Department Complete registers to control the movement of equipment, stores and documents Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized Inspect vehicles entering and leaving the premises Gather information and report on missing and stolen equipment and stores Handle documents at points of entry according to classification and the prescript.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, African Female.
<u>POST 27/132</u>	:	<u>MESSENGER REF NO: DPWI 77/07/2026</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	ABET Level 4 or NQF Level 1. No experience required. Knowledge & Skills: Knowledge of general work and cleaning services. Communication skills. Be able to read and write.
<u>DUTIES</u>	:	Render effective messenger services Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort, and distribute mail and documents from the various institutional components. Collect and deliver documentation and related items in the department or other departments. Keep register of documentation received and delivered. Distribute internal, departmental, and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed for parcels, mail, correspondence, and circulars that are delivered. Prepare packages/parcels for dispatch by the courier or postal service. Copy, shredding and binding of documents. Perform or assist with any other duties assigned within the registry.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 0458076676 / Ms. S. Nenene at 0458076677 / Mr. S. Gongqa at 083 627 2151 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Indian Female.

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

<u>APPLICATIONS</u>	:	Applications must be submitted via one of the following options: directing to a specific relevant centre: Head Office: Qonce: Enquiries – Ms. S. Mpafa Tel No: (043) 492 1405 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / Mr. M. Cezula 043 492 1400 / Ms. S. Cetywayo 043 492 0936 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605. OR Tambo District: Attention Mr. S. Stuma / Ms. T. Mngoma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 49 Victoria Street, Mthatha Reference Library, Mthatha, 5099. Amathole District: Enquiries Mr. B. Mbangatha / Mr. M. Mboniswa Tel: 043 492 1838 /1839 Hand deliver to: No 16 Commissioner Street, Old Elco Building, Ku-Gompo City, 5201. Albany Museum: Makanda: Enquiries. Dr. P. Cimi – 046 622 2312 (Makanda) Hand deliver to 40 Somerset Street, Makanda. Amathole Museum: Qonce: Enquiries. Ms. S. Cakata – 043 642 4506 (Qonce) Hand deliver to Corner of Alexandra & Albert Roads, Qonce.
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East London Museum: Ku-Gompo City Enquiries. G. Morcom / S. Lamati – 043 743 0686 – EL Museum (Ku-Gompo City) Hand deliver to 319 Oxford Street, Belgravia, Ku-Gompo City.

Bayworld Museum: Gqeberha Enquiries. V. Ketelo – 041 584 0650 – Bayworld Museum (Gqeberha) Hand deliver to Beach Road & Brookes Hill Drive, Humewood, Gqeberha.

Chris Hani District: Attention Mr. T. Thomas / Ms. A. Phanya: 045 492 0030 / 0054 Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.

Nelson Mandela District: Attention Mr. S. Javu / Ms. T. Bosman / Ms. A. Dyalvane: 041 492 1288 / 1232 / 1230 Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha.

Alfred Nzo District: Attention Mr M.B. Gugwana / Ms. T. Ntsevu: 039 492 0297 Hand deliver to: No 67 Church Street Mt Ayliff.

Sarah Baartman District: Attention Ms. N. Qumza / Ms. N. Sandi: 046 492 0223 / 0228 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Applicants are encouraged to use e-recruitment system. People with disabilities who meet the requirements will be given preference. The e-Recruitment System is available 24/7 and closes at 23:59 on the closing date. To report any e-recruitment system challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecsrac.gov.za. Do not send any applications to this email address; should you do so, your applications/CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). NB: Direct any enquiries to the relevant enquiries' person as provided under each position.

CLOSING DATE

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NOTE

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17 August 2026

Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and

indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. All shortlisted candidates for SMS posts will be subjected to technical exercises and interviews. 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 candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

<u>POST 27/133</u>	:	<u>CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/07/2026</u>
<u>SALARY</u>	:	R1 554 696 – R1 858 821 per annum (Level 14). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an NQF level 7 qualification as recognized by SAQA in Cultural Studies / Arts Management / Public Administration / Public Management/ Management/ Library and Information Science/Archives & Records Management/ Heritage & Museum studies/ Cultural Heritage Management/ History/ Fine Arts/ Performing Arts. 5 years minimum experience at senior managerial level. A successfully completed SMS pre-entry programme Nyukela Certificate is required before appointment. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Extensive knowledge of Arts and Culture, Libraries and Archives, Museums and Heritage as well as Language Services are essential. Knowledge of and experience in sector needs and business. Extensive knowledge in government prescripts, policies and procedures. Willingness to work extra hours. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving licence. 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. Knowledge & Skills: Sound understanding of basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook, knowledge of Legislation, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. SMS pre-entry certificate (completed) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.
<u>DUTIES</u>	:	Ensure provision of arts and culture services. Create and monitor environment for development of performing arts. Create and monitor environment for development of visual arts and crafts. Manage promotion and preservation of culture and moral regeneration. Control and manage the function of art centres, campsites and funding thereof. Ensure provision of museums and heritage services. Manages the revitalization and development of museum services. Monitor and coordinate the usage of heritage facilities. Manage and coordinate the utilization of heritage institutions. Ensure provision of libraries and information services. Monitor the delivery of efficient library and information services. Oversee library awareness programs for development of community libraries. Facilitate and manage the resource provision to the Municipality libraries. Monitor the provision of archives and repository management

services. Facilitate and monitor the implementation of the budget of the library infrastructure programs. Ensure provision of language development and literature services. Facilitate and monitor provision of language development and literature services in the province. Oversee provision of translation and interpretation services. Manage and coordinate promotion of language development and preservation. Manage and coordinate the development and preservation of indigenous language. Promote Good Corporate Governance. Employee Performance: Implementation and monitoring of the policy focused priorities as pronounced in the Departmental Policy Speech. Promote Intergovernmental Relations, Integrated Governance and Sound Stakeholder Relationships. Facilitation of minimum information security standards (MISS and overall accountability of the Department. Key Government Focus Areas: Develop and implement an effective and efficient supply chain management system. Support International and Regional Integration Programmes and Commitments. Promote Diversity and Transformation Management Priorities. Promote Integrated Governance. Auditor General; Focus on the measurement of the extent of the departmental financial and legislative compliance. Ensure no material findings on non-compliance with legislation. Ensure financial statement is free from material misstatements. Organisational Performance: Ensure development, implementation and review of Departmental Strategic Imperatives. Focus on assessing the organisational performance based on the predetermined targets in the Annual Performance Plan (APP). Ensure the audited Annual Report will be used to establish the extent in which the objectives in the APP has been achieved. Ensure management and monitoring of programme risk register.

ENQUIRIES : Ms. S. Mpafa Tel No: (043) 492 1405, Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with a disability are encouraged to apply.

OTHER POSTS

POST 27/134 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 03/07/2026**

SALARY CENTRE REQUIREMENTS : R932 292 – R1 098 195 per annum (Level 11), an all-inclusive remuneration
: Amathole District – (Ku-Gompo City)
: National Senior Certificate plus an appropriate Bachelor's Degree (NQF Level 6) or preferably a Bachelor's Degree (NQF Level 7) as recognised by SAQA, Public Administration / Public Management/ Management/ Human Resource Management, Supply Chain Management/ Financial Management. A minimum of three (3) years' experience at an assistant director level. 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. A valid driving licence.

DUTIES : Manage financial administration services. Ensure adherence and compliance to finance legislations. Monitor budget expenditure and statements. Ensure payment of service providers. Monitor banking and revenue services. Manage salary services. Ensure compliance on internal control requirements. Manage supply chain services. Ensure provision of acquisition and demand services. Ensure provision of logistics services. Ensure provision of facilities management services. Provide transport services. Manage district movable assets. Ensure compliance on asset management policy. Ensure disposal of assets. Support and monitor verification of assets. Monitor asset register. Manage the provision of human resource services. Compile and submit input for the annual recruitment plan. Provide and support recruitment process. Provide conditions of service. Ensure provision of registry services. Coordinate human resource development and training services. Ensure provision of integrated employee wellness services. Coordinate labour relations issues. Manage administration support. Give input in the development of policies and operational plans. Attend and respond to audit matters. Compile and submit

		monthly and quarterly reports. Manage human and financial resources. Ensure authenticity of the evidence provided. Maintain staff discipline.
<u>ENQUIRIES</u>	:	Ms. B. Mbangatha Tel No: (043) 492 1838 / 1839, Amathole District Ku-Gompo City
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/135</u>	:	<u>SCIENTIST PRODUCTION: PALAEONTOLOGY REF NO: DSRAC 02/07/2026</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, an all-inclusive remuneration, (OSD)
<u>CENTRE</u>	:	Albany Museum (Makanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a master's degree in Paleontology / Geology / Geo Science/Zoology, specializing in Eastern Cape Palaeoscience. Compulsory registration with SACNASP as a professional Natural Scientist. A minimum of three (3) years relevant experience in a museum natural science environment. Knowledge of curating paleontology collections, research, fieldwork, fossil preparation and publication of scientific papers. Ability to recognise diagnostic characteristics on which classification systems are based. Computer knowledge, laboratory protocol, word computer packages, paleontology, and financial management. Program and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Knowledge of Eastern Cape Museum Act. National Heritage Act, Operational standards for natural science museum, South African National Standards for Museums. A valid driving licence.
<u>DUTIES</u>	:	Identify, name and classify fossil species based on morphology, and evolutionary relationships. Conduct field surveys and excavations, perform laboratory analysis (fossil preparation and microscopic analysis), curate paleontology collections, and publish research to support knowledge generation and understanding of changing ecosystems through time, and heritage management. Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate program performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information, through both scientific publications and public outreach initiatives. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies, procedures and knowledge. Conduct basic and applied research. Research/literature studies to improve expertise. Publicly present research findings. Liaise with relevant bodies/councils on science-related matters. Manage human capital development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage performance and development.
<u>ENQUIRIES</u>	:	Dr. P. Cimi Tel No: (046) 622 2312, Albany Museum (Makanda)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/136</u>	:	<u>CHIEF LANGUAGE PRACTITIONER REF NO: DSRAC 04/07/2026</u>
<u>SALARY</u>	:	R605 742 – R713 535 per annum (Level 10), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma NQF Level 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Linguistic, Socio / Applied -linguistic, Language Planning, Translation and Interpreting Studies, Language Practice / Terminology & Lexicography / Journalism / Communications / Editing or Publishing studies (Languages and Literature

	services) plus a minimum of three (3) years relevant work experience at a supervisory level (SL 7 / 8) in the field of Languages and Literature development, translating documents from English to isiXhosa. Experience in procurement of goods and services will be an added advantage. A valid driving licence.
<u>DUTIES</u>	: Assist in developing language legislation and policy. Formulate language legislation and policy. Facilitate implementation of language policy. Promote the principle of multilingualism in the province. Facilitate establishment of language units in government departments. Coordinate strategic engagements with the Eastern Cape Language Forum. Facilitate translation and interpreting services. Coordinate development of term lists in all official languages of the province. Conduct research on all difficult terms/words on the term list. Terminology development services. Develop terms in conjunction with language role players. Research on difficult terms. Facilitate authentication/verification of difficult terms. Facilitate approval of terms of difficult nature by national term bank. Development of isiXhosa/Sesotho orthography. Provide administrative support for the component. Facilitate the development of Literature. Coordinate engagements with Literature bodies in the province. Facilitate Literature Development programs. Coordinate both literature and language projects. Assist in the development of strategic, operational and procurement, business and projection plans. Manage financial resources. Manage human resources. Compile monthly and quarterly reports. Allocation of resources for staff. Manage EPMDS and provide staff development training needs.
<u>ENQUIRIES</u>	: Ms. S. Mpafa Tel No: (043) 492 1405, Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: Persons with a disability are encouraged to apply.
<u>POST 27/137</u>	: <u>ASSISTANT DIRECTOR: SCHOOL SPORT REF NO: DSRAC 05/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R605 742 – R713 535 per annum (Level 10), an all-inclusive remuneration : Amathole District (Ku-Gompo City) : National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with three (3) years' relevant experience in Sport and Recreation environment at Senior/officer level or SL 7/8 in the field of Sport and Recreation. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills. Presentation skills will be an added advantage. Knowledge of relevant prescripts. A valid driving license is required. Competencies: Project Management will be an added advantage. Knowledge and understanding of the Conditional Grant Framework. Knowledge of relevant pre-scripts acts and regulations that govern sport and recreation. Understanding of policies and regulations that govern school sport Provincially and Nationally. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure. Computer Literacy. A valid driver's licence.
<u>DUTIES</u>	: Co-ordinate the Implementation of School Sport Programmes and District Seasonal School Sport Championships (NSSC). Implement strategic partnership programmes with School Sport Sector. Facilitate the support towards schools participating in leagues, festivals and provision of equipment and attire. Facilitate the establishment of fully fledged school sport structures and the support towards school sport structures. Develop a database of schools in the within zonal and circuits educational areas. Conduct regular meetings with Department of Education to plan, implement and monitor school sport programmes. Formulate key and strategic partnerships with local stakeholders and NPO's/NGO's towards the support of school sport programmes. In conjunction with the DoE and School Sport Structures facilitate the submission of training delegates towards education and training courses in the Province. Provide monthly, quarterly, semester and annual performance

		and expenditure reports on the school sport. Facilitate the annual registration of schools in the school sport programme. Facilitate Stakeholder engagement sessions with the school sport sector to plan for the development of the annual operation plan. Co-ordinate the provision of non-financial support to be provided to schools and school sport structures. Manage the School Sport budget and the procurement of goods and services as per the annual operational plan and conditional grant requirements. Submit all conditional grant reporting requirements as per the conditional grant framework and department reporting requirements. Develop an annual school sport plan in conjunction with all school sport stakeholders. Monitor and evaluate implementation of school sport programmes.
<u>ENQUIRIES</u>	:	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839, Amathole District Ku-Gompo City
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/138</u>	:	<u>ASSISTANT DIRECTOR: RISK & INTERGRITY MANAGEMENT REF NO: DSRAC 06/07/2026</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma (NQF level 6) as recognised by SAQA) in Risk Management or Internal Auditing or Accounting with at least 3 years' experience at supervisory level or (SL 7/8) in the field of Ethics Management or Anti-Corruption Field. Certification as Ethics Officer will be an added advantage. Project Management and Supervisory Experience. Job related Knowledge of Public Service Regulations and Legislation as well as Integrity Management Framework. Conceptual and Analytical thinking and Problem-solving ability. Good Report Writing skills. Communication skills (written and verbal skills), Staff and Interpersonal Relations. Creative Presentation skills. Interpretation of Policy. Planning and organizing skills. Research capability and Investigation Methodology Skills. Understanding of investigation techniques, tools, and processes. Honesty and Integrity. Time management Skills. Ability to work under pressure. Work independently with minimal supervision for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. A valid driver's license is a requirement. No criminal record or pending cases.
<u>DUTIES</u>	:	Assist in Development and Management of Ethics Management Strategy, Policies and Programmes in the Department. Co-ordinate and assist in the development of departmental ethics and fraud risk registers. Provide continuous support to staff within the Risk Management unit to prevent ethics, fraud and corruption-related risks. Manage and ensure that reported cases of conflict of interest and remunerative work performed without permission are investigated. Assist in Administration and co-ordination of financial declarations by departmental officials. Co-ordinate the implementation of Ethics and Fraud Management strategy. Initiate the development of Ethics and Fraud Implementation Plans. Monitor, evaluate and report on remunerative work performed outside the Public Service. Monitor and report on the ethics performance of the organisation. Monitor and report on integrity systems and processes within the department. Manage and monitor compliance to ethics and fraud policies. Conduct Lifestyle Reviews and/or Lifestyle Audits and draft reports for review by the deputy director. Provide technical support to the departmental Ethics and Fraud Champions. Co-ordinate the sitting of Risk/Fraud/Ethics forum meetings. Liaise with stakeholders. Conduct ethics and fraud/anti-corruption awareness campaigns within the department.
<u>ENQUIRIES</u>	:	Ms. R. Swartbooi Tel No: (043) 492 0949 / 0936, Head Office – (Qonce)
<u>NOTE</u>	:	e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/139</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DSRAC 07/07/2026</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Administration, Public Management / Business Management / Strategic Management / Management Sciences / Business Administration /

Development studies/ Policy & Development Management / Monitoring & Evaluation / Project Management / Organizational Development/ Economics / Management Sciences / Governance / Development planning / Operations management / Social Sciences. Minimum of three (3) years' experience at supervisory level 7/8 in strategic management/planning. Knowledge of Public Service Act, (Batho Pele Principles), PFMA, and Framework and Guideline for Departmental Strategic Plans and Annual Performance Plans. Application of planning methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Basic research skills. Willingness to drive long hours. Computer literacy. Thorough knowledge of Microsoft Office. Incumbent must have worked in strategic planning or monitoring and evaluation. Competencies: Development and operational effectiveness, good people skill & teamwork, results orientated, self-starter, presentation and communication skills. A valid driving license is required.

<u>DUTIES</u>	:	Coordinate operational and strategic planning processes. Facilitate the development, review, and alignment of strategic and operational plans in line with organisational objectives, policies, and legislative requirements. Facilitate planning sessions and provide guidance to business units on strategic planning processes, frameworks, and methodologies. Support the development of performance plans, implementation plans, and related planning documentation. Monitor progress against approved plans and identify risks, challenges, and opportunities for improvement. Compile strategic planning reports, dashboards, and briefing documents for management consideration. Ensure effective coordination between strategic priorities, operational activities, and resource allocation. Facilitate the identification of service delivery challenges and support the development of improvement plans and interventions. Facilitate stakeholder engagement to ensure service delivery initiatives are responsive to organisational and stakeholder needs. Support the implementation, monitoring, and evaluation of service delivery improvement initiatives. Analyse performance information and provide recommendations to enhance efficiency, effectiveness and quality of service delivery. Track implementation progress and prepare reports on improvement initiatives, outcomes, and areas requiring intervention. Promote continuous improvement practices across the organisation. Coordinate and support the implementation of priority programmes /projects. Facilitate the planning, implementation, and monitoring of priority programmes and strategic projects. Provide project coordination support, including tracking milestones, deliverables, risks, and dependencies. Facilitate collaboration among internal and external stakeholders involved in priority initiatives. Monitor project performance against approved objectives, timelines, and outcomes. Prepare progress reports, presentations, and updates for management and relevant governance structures. Support the resolution of implementation challenges to ensure successful delivery of strategic priorities. Management of administration support. Give input in the development of policies and operational plans. Compile and submit monthly and quarterly reports. Determine and verify the authenticity of the evidence provided. Attend and respond to audit matters. Supervise human resources. Maintain staff discipline.
<u>ENQUIRIES</u>	:	Ms. R. Swartbooi Tel No: (043) 492 0949 / 0936, Head Office – (Qonce)
<u>NOTE</u>	:	e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
	:	Persons with a disability are encouraged to apply.

POST 27/140 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DSRAC 08/07/2026**

SALARY : R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
CENTRE : Sarah Baartman District (Makanda)
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Personnel Management /Public Administration / Public Management / Business Management / Industrial Psychology. Minimum of three (3) year's functional experience on Senior Personnel Practitioner Level (7/8) in Human Resource Management. Extensive knowledge of PERSAL, ISISELE & Pension Case Management systems. Human Resource Management Methodology, Principles and Strategies. COIDA, DPSA Directives, Customer Service

principles (Batho Pele Principles). Budgeting and Financial Management , Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA) Skills: Coaching and Mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance/ Project Management, Quality Assurance, Risk Management. Ability to work under pressure and independently. A valid driving license is required.

DUTIES

: Facilitate and monitor Human Resource Management and Personnel Conduct: attend and hold Human Resource meetings. Coordinate HR Reports. Coordinate recruitment, selection and appointment process. Develop and implement recruitment and selection plans in line with approved workforce plans. Champion the advertising, screening, shortlisting, interviewing, and appointment of employees. Ensure compliance with relevant legislation, policies, and recruitment procedures. Provide support to the selection committees during recruitment and selection processes and technical support on recruitment matters. Monitor vacancy rates and recruitment turnaround times. Prepare recruitment reports and maintain accurate recruitment records. Promote employment equity and transformation objectives during recruitment processes. Administer conditions of service. Manage the implementation and administration of employee conditions of service. Understanding of GEFP and Pension Case Management system. Ensure accurate administration of appointments, transfers, promotions, terminations, leave and leave gratuity management, overtime, housing allowance, long-service recognition, and other employee benefits. Provide guidance on human resource policies and applicable legislation. Monitor compliance with service conditions and resolve employee enquiries. Ensure accurate personnel records and HR information management. Liaise with payroll and other stakeholders to resolve personnel administration matters. Coordinate performance management and development services. Provide guidance and training to managers and employees on performance management processes. Monitor compliance with performance planning, reviews, assessments, and development plans. Identify training and development needs based on performance outcomes. Ensure proper record keeping and reporting on performance management activities. Facilitate and monitor Human Resource Development and EPMDS. Monitor the development of Workplace Skills Plan. Monitor development of performance contracts. Conduct quarterly reviews and Validation of Reviews and Assessment. Coordinate the administration of PMDS, Monitor and facilitate Training & Capacitation of employees. Coordinate labour relations services, Facilitate the implementation of labour relations policies and procedures. Give advice to management on labour legislation and collective agreements. Execute disciplinary, grievance and incapacity processes. Promote sound employer-employee relations and conflict resolution. Monitor implementation of labour relations decisions and maintain records. Coordinate wellness programmes services. Plan and implement employee health and wellness programmes (EHWP). Develop and implement wellness initiatives addressing physical, emotional, financial, and psychosocial wellbeing. Organise awareness campaigns on health, wellness, and work-life balance. Facilitate counselling referrals and employee support services. Monitor employee participation and evaluate programme effectiveness. Promote a healthy, safe, and productive work environment. Management of all administration processes. Give input in the development of policies and operational plans. Compile and submit monthly and quarterly reports. Develop and interpret reporting templates. Determine and verify the authenticity of the evidence provided. Attend and respond to audit matters. Supervise human resources. Maintain staff discipline.

ENQUIRIES

: Ms. R. Swartbooi Tel No: (043) 492 0949 / 0936, Head Office – (eQonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: Persons with a disability are encouraged to apply.

POST 27/141

: **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 09/07/2026**

SALARY CENTRE

: R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
: Amathole Museum (Qonce)

<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate Bachelor's degree (NQF Level 6) as recognised by SAQA in Public Administration / Public Management/ Management/ Human Resource Management, Supply Chain Management/ Financial Management. A minimum of three (3) years' experience at supervisory level SL 7/8. 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. A valid driving licence. A valid driving license is required.
<u>DUTIES</u>	:	Provide human resource administration services. Submit input for the annual recruitment plan on museum posts. Facilitate the implementation of ARP through recruitment and selection and process. Coordinate the process of conditions of service. Monitor records management system. Facilitate human resource development and training. Render integrated performance management development system. Coordinate integrated employee wellness services. Monitor attendance register and leave records. Maintain staff discipline. Provide financial management services. Give input in the development of procurement plans. Monitor budget expenditure. Monitor and ensure payment of suppliers. Monitor banking and revenue services. Provide supply chain management services. Render demand and acquisition management services. Facilitate logistics and asset disposal management services. Monitor facilities management services. Monitor supply chain compliance. Provide maintenance of museum buildings and grounds. Ensure maintenance of museum buildings. Ensure maintenance of museum grounds. Ensure general cleaning services of museum. Provide secretariat services to the museum board. Compile and manage board files. Compile board documents in preparation for meetings. Prepare invitations for board meetings. Provide secretariat services and minute taking in meetings. Create and update pending items to board members. Compile and submit quarterly reports on board matters. Liaise with museum subscribers, donors and supporters. Provide administration support. Attend and respond to audit matters. Supervise financial and human resources. Manage allocation of staff resources. Compile and submit monthly and quarterly reports. Supervise PMDS and staff development training needs. Supervise attendance register and leave records. Supervise mentoring and coaching of experiential learners and interns. Maintain staff discipline.
<u>ENQUIRIES</u>	:	Ms. S. Cakata Tel No: (043) 642 4506, Amathole Museum – (Qonce)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 27/142</u>	:	Persons with a disability are encouraged to apply.
<u>LIBRARIAN (X2 POSTS)</u>	:	
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07), an all-inclusive remuneration
	:	Nelson Mandela District (Gqeberha) Ref No: DSRAC 10/07/2026
	:	Sarah Baartman District (Humansdorp Library) Ref No: DSRAC 11/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma or B.Bibl. Degree/ B Tech (NQF Level 6) in Library and Information Science / Studies or Bachelor of Information Sciences with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. Understanding of at least four Eastern Cape official languages will be an added advantage. A valid driving license.
<u>DUTIES</u>	:	Conduct awareness campaigns, reading programmes and promotion of library use to all communities. Conduct stock control of all library material. Manage, receive and reconcile library material from the district office. Attend to user needs. Compile monthly user statistics and reports. Participate in drafting of the business plan. Manage library assets and resources. Implement annual recovery of monies. Establish and sustain library structures. Manage mini-lib services. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. T. Sandi – 041 492 1292 / 1231 / 1230, Nelson Mandela District (Gqeberha)

	Ms. N. Qumza 046 492 0223 / 0226, Sarah Baartman District – (Makanda)
	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: Persons with a disability are encouraged to apply.
<u>POST 27/143</u>	: <u>SPORT PROMOTION OFFICER: SCHOOL SPORT REF NO: DSRAC 12/07/2026</u>
<u>SALARY</u>	: R338 106 – R398 277 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	: Amathole District (Ku-Gompo City)
<u>REQUIREMENTS</u>	: National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scripts in sport and recreation. Ability to work under pressure. Knowledge and understanding of the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant pre-scripts. Exposure in several codes or federations. A valid driving license is required.
<u>DUTIES</u>	: Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with relevant stakeholders. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Provide support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Provide administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	: Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839, Amathole District – Ku-Gompo City
	e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: Persons with a disability are encouraged to apply.

<u>POST 27/144</u>	:	<u>SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF NO: DSRAC 13/07/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scripts in sport and recreation. Ability to work under pressure. Knowledge and understanding of the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant precripts. Exposure in several codes or federations. A valid driving license is required.
<u>DUTIES</u>	:	Promote and implement healthy lifestyle programmes in communities and wards to increase participation in sport and recreation. Coordinate non-financial and financial support towards community-based sport and recreation forums. Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities. Establish local community sport and recreation structures in wards and hubs. Facilitate the provision of equipment and attire resources to Hubs and communities. Conduct coaching clinics and workshops for sport and recreation participants and structures. Promote and Implement Indigenous Games programmes in wards and capacitate stakeholders on the technical guidelines. Collect and consolidate all related data and submission of weekly and monthly reports. Facilitate skills development initiatives in communities and recreational structures. Implement all recreational programmes as per the annual operational plan. Perform events management/coordination activities in recreational programmes and activities. Liaise with Hubs, NPO's, NGOs and sister departments to increase the number of participants in sports and recreation activities. Plan, develop and implement community sports, and community mass participation programme. Conduct monthly meetings with community sport and recreation forums, federations, clubs and schools. Coordinate campaigns with relevant stakeholders and government departments. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Provide administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in recreational activities
<u>ENQUIRIES</u>	:	Mr. S. Stuma Tel No: (047) 495 0853, OR Tambo District – (Mthatha) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with a disability are encouraged to apply.
<u>POST 27/145</u>	:	<u>ACCOUNTING CLERK (PRODUCTION) REF NO: DSRAC 14/07/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	EL Museum – (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An NQF level 6 qualification in the Financial Management/Accounting/Financial accounting/ Bookkeeping/ Finance/ Cost & Management Accounting/ Public Finance/ Business Admin with Accounting (Finance subject/ B.com/ Accounting science/ Public Management with accounting/ Finance subject. No work experience, however, exposure in the environment will be an advantage. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy. A valid driving license will be an added advantage.

<u>DUTIES</u>	:	Verify and capture all salary related transactions on PERSAL system. Receive and verify completeness and correctness of all required documents from HR department and other stakeholders. Prepare and capture leave gratuities on PERSAL. Submit documents to internal control for compliance checking. Prepare BAS payments and journals. Recall and Reverse official's salaries where applicable. Capture change of official's banking details. Capturing of fuel reimbursement claims for official's salaries where applicable. Ensure record keeping and filing of salary related documents.
<u>ENQUIRIES</u>	:	G. Morcom / S. Lamati Tel No: (043) 743 0686 – EL Museum (Ku-Gompo City)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/146</u>	:	<u>RECEPTIONIST REF NO: DSRAC 15/07/2026</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04), an all-inclusive remuneration
<u>CENTRE</u>	:	Bayworld Museum – (Gqeberha)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An NQF level 6 qualification in Office Admin/ Business Admin/ Secretarial Studies in Management Assistant / Public Administration / Tourism management will be an added advantage. No work experience required, however, exposure serving in the Public service office with relevant experience will be an added advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and being able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain. Remain abreast with the procedures and processes that apply in the office.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive, screen and forward incoming calls to correct person while taking accurate messages. Welcome visitors, determine their needs and direct them to the appropriate staff members. Type documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Assist with friends of Museum Subscriptions and Group Bookings. Provide a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Handle the procurement of standard items like stationery, refreshments etc.
<u>ENQUIRIES</u>	:	V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum (Gqeberha)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/147</u>	:	<u>RECEPTIONIST REF NO: DSRAC 16/07/2026</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04), an all-inclusive remuneration
<u>CENTRE</u>	:	EL Museum – (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An NQF level 6 qualification in Office Admin/ Business Admin/ Secretarial Studies in Management Assistant / Public Administration/ will be an added advantage. No work experience required, however, exposure in the environment will be an advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and being able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain. Remain abreast with the procedures and processes that apply in the office.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive, screen and forward incoming calls to correct person while taking accurate messages. Welcome visitors, determine their needs and direct them to the appropriate staff members. Co-ordinate appointments with the Appointments Secretary. Type documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the

		office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Handle courier services and telephone accounts. Handle the procurement of standard items like stationery, refreshments etc.
<u>ENQUIRIES</u>	:	G. Morcom / S. Lamati Tel No: (043) 743 0686 – EL Museum (Ku-Gompo City)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/148</u>	:	<u>GENERAL ASSISTANT: LOGISTICS SERVICES REF NO: DSRAC 17/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 – R169 656 per annum (Level 02), an all-inclusive remuneration Amathole District (Ku-Gompo City) Abet Level 4 or grade 10. National Senior Certificate will be an added advantage. No experience required. Exposure to the environment will be an added advantage. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills. A valid driving license.
<u>DUTIES</u>	:	Facilitate receipt of goods and services. Receive, check and record the goods and invoices received from suppliers. Reconcile goods received with requisition forms. Endorse with signature on receipt of goods. Record goods received. Keep goods in a correct and safe place. Facilitate storage, issuing and distributing stores item/inventory. Enter goods in a correct bin allocation. Update bin cards and item records. Liaise with the end user for collection of goods received. Issue and facilitate signing of goods receipt voucher by the end user. Facilitate capturing and submission of payment voucher documents. Compare and check invoice against the order and the goods received. Check validity of the invoice (stamp, signature and banking details). Receive and capture submission on the system. Record outgoing submission. Forward the submission to payments. Conduct and control stocktaking.
<u>ENQUIRIES</u>	:	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839, Amathole District – (Ku-Gompo City)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.

DSRAC INTERNSHIP PROGRAMME 2026/27-2027/8 (24 MONTHS)

<u>NOTE</u>	:	The Department of Sport, Recreation, Arts & Culture is offering an internship programme. The programme will be for a non-renewable period of 24 months. Unemployed Graduates are invited to apply and be in possession of the National Diploma / Degree as indicated in the requirements below. Applicants who previously underwent or are currently on an internship programme will not be considered. The objective of the Internship program within the public service, is to address the problem of youth unemployment, especially tertiary (university and Technikon) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed at the following: Interns need to be graduates and unemployed. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment.
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OTHER POSTS

<u>POST 27/149</u>	:	<u>INTERN: HUMAN RESOURCE DEVELOPMENT REF NO: DSRAC: 18/07/2026 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Head Office – Qonce National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Training and

		Development/ Management of Training/ HRM with Training as a Major subject. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Develop and implement the Workplace Skills Program (WSP). Administer bursary programs for all bursary awards. Administer the Graduate Internship, TVET and Work Integrated programmes. Maintenance of the database for all HRD programmes. Perform administrative duties such as preparing for Induction of graduates and learners, writing of appointment and exit letters for external funded students. Monitor Internship reports and attendance registers. Provide assistance in coordinating Compulsory Induction (CIP), Departmental induction, and maintaining of inducted officials and Departmental orientation. Organise Youth Developmental Programme meeting and taking of minutes.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/150</u>	:	<u>INTERN: STRATEGIC PLANNING REF NO: DSRAC: 19/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office – Qonce
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year National Diploma or bachelor's degree (NQF Level 6/7) recognised by SAQA in: Policy Development/ Public Management/ Public Administration/ Strategic Management and Planning/ Social Science/ Business Management. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in organisation of Strategic Planning and Strategic Review Sessions of the Department of Sport, Recreation, Arts and Culture (DSRAC) in order to develop the statutory planning documents of the department. Collect and compile inputs from the managers and unit manager for the development and production of various statutory documents to submit to the Provincial and National Treasury, National Department of Sport, Arts and Culture and Provincial Legislature. Assist with the collection and consolidation of planning inputs from all programmes within the department. Facilitate the distribution of the Strategic Planning Cycle Framework to all programme managers at all Districts and Head Office. Assist all managers in the directorate in the execution of their duties related to strategic planning. Organise sessions with internal and external stakeholders to communicate the approved Strategic and Annual Performance Plan for their knowledge and information. Assist with logistics related to travel and accommodation for strategic management staff. Take minutes and compile reports for strategic management sessions. Undertake any other duties related to strategic management as delegated by managers.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/151</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 20/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	BCM District (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Arts and Culture Studies// Arts Management/ Fine Arts/ Performing Arts. Bachelor of Arts majoring in one of the following or related fields Music, Dance & Drama, Visual Arts. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Coordinate Arts and Culture Programmes. Liaise and facilitate partnership with stakeholders. Keep and update a database of stakeholders. Perform administrative duties of the section.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za

<u>POST 27/152</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 21/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Alfred Nzo District (Mount Ayliff)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Arts and Culture Studies// Arts Management / History/ Fine Arts/ Performing Arts. Bachelor of Arts / Social Science majoring in one of the following or related fields Music, Dance & Drama, Visual Arts, Film, Fashion Designing. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in the development of concept documents. Organise meetings and minute-taking. Assist in the development of budget and Implementation of Operational Plan. Assist with Monitoring of Arts and Culture funded Projects. Develop and update District database for Stakeholders. Establish and Maintain working relations with Stakeholders. Compile project reports. Implement Arts & Culture projects. Compile monthly reports for the section. Assist with the implementation of events. Implement outreach programmes. Assist with procurement in the section. Provide general administration support.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/153</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 22/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Arts and Culture Studies// Arts Management/ Fine Arts/ Performing Arts. Bachelor of Arts /Social Science majoring in one of the following or related fields Music, Dance & Drama, Visual Arts, Film. majoring in one other following or related fields: Langue, Music, Dance, Speech & drama, Visual Arts, Film or any relevant field of study. Previous experience in arts administration, event planning, or related fields. Knowledge of arts and culture structures and funding institutions. Strong interest in arts, culture, and community engagement. Excellent written and verbal communication skills. Organisational skills and attention to detail. Ability to work independently and as part of a team. Creativity and willingness to contribute ideas. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist with the development of concept documents. Assist in development of budget and implementation of operational plan. Assist with planning and coordination of arts and cultural events, exhibitions, or festivals. Assist with administrative tasks such as scheduling, drafting correspondences, and maintaining databases, organise meeting and minutes taking. Engage with artists, performers, and community partners as needed.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/154</u>	:	<u>INTERN: SCHOOL SPORT & RECREATION REF NO: DSRAC: 23/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Amathole District (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a National Diploma/Degree (NQF Level 6/7) in Sport Management or Human Movement Science. Understanding of the MPP Conditional Grant framework will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Program Planning: How to design community sport programs, mass participation events, coaching clinics, school sport support. Facilities

		Management: Basic upkeep of fields, halls, equipment inventory, booking systems. Event Management: Planning, coordinating, and running sport festivals, tournaments, fun walks – including risk management. Social Cohesion & Development: Using sport for youth development, crime prevention, health promotion, inclusion of people with disabilities. Assist in organising and coordination of Sport and Recreation activities. Liaise between DSRAC, Recreation structure and DoE. Compile reports, register athletes in Schools, hubs and clubs participating in sport events. Compile needs analysis and capture data. Assist in the procurement process.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/155</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 24/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Joe Gqabi District (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Cultural Studies / Arts Management / Public Administration / Public Management/ Management/ Library and Information Science/Archives & Records Management/ Heritage & Museum studies/ Cultural Heritage Management/ History/ Fine Arts/ Performing Arts/ Cultural studies majoring in one of the following or related fields Music, Dance & Drama, Visual Arts, Film. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in the development of concept documents. Organise meetings and minute-taking. Assist in the development of budget and Implementation of Operational Plan. Assist with Monitoring of Arts and Culture funded Projects. Develop and update District database for Stakeholders. Establish and Maintain working relations with Stakeholders. Compile project reports. Implement Arts & Culture projects. Compile monthly reports for the section. Assist in implementing events. Implement outreach programmes. Assist with procurement in the section. Provide General administration support.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/156</u>	:	<u>INTERN: SPORT & RECREATION REF NO: DSRAC: 25/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Nelson Mandela District (Gqeberha)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a National Diploma / Degree, NQF Level 6 in Sport Management / Human Movement Science. Understanding of the National Sport and Recreation Plan will be added advantage. Must have an understanding of the Sport and Recreation environment/sector within Nelson Mandela Bay. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist Sport and Recreation sub sections in the administration and Implementation of programmes/events in the district. Collect data and compile stats on sport and recreation programmes/events in the district. Assist in the delivery of sport and recreation equipment/attire to beneficiaries. Compile Team List. Communicate with communities/clubs and schools on sport and recreation programme requirements and compliance. Assist in the co-ordination of community festivals/coaching clinics and special projects. Develop and compile database of sport and recreation information. Assist sub sections in the compilation of monthly reports and collection of portfolios of evidence. Social Cohesion and Development: using sport and recreation for youth development, crime prevention, health promotion, inclusion of people with disabilities. Assist in organising and coordination of Sport and recreation activities. Liaise between DSRAC and sport and recreation structure and DoE. Compile reports, register athletes in sport and recreation schools, hubs, and club participating in sport and recreation events. Compile needs analysis and capture data. Assist in the procurement process.

<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/157</u>	:	<u>INTERN: MUSEUMS & HERITAGE REF NO: DSRAC: 26/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Anthropology/ Marketing/ History/ Museology / Museum Studies/ Archaeology/ Indigenous Knowledge Systems. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Passion for heritage, culture, history, and museum work. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Museum collections management and documentation. Research and exhibition development. Public education and outreach programmes. Marketing and social media management. Visitor services and guided tours. Heritage preservation and community engagement activities. Administrative support and reporting.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/158</u>	:	<u>INTERN: MUSEUMS & HERITAGE REF NO: DSRAC: 27/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Sarah Baartman District (Makanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a National Diploma or Degree (NQF Level 06 as recognized by SAQA) in Tourism Management/History/Social Science, Good communication and interpersonal skills. Computer Literacy. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in the implementation of projects aimed at identifying, conserving and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Assist in Auditing of cultural and historically significant Heritage sites and objects in the province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Co-ordinate the process of strengthening relations with local authorities, traditional, and religious leaders in the district including relevant stakeholders. Provide general administrative tasks in the office necessary to ensure the office functions in its full capacity & plays an effective role in the district. Assist in raising community awareness and development of strategies to promote protection and proper management of heritage resources.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

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

APPLICATIONS

: Addressed to Head: Human Resource Management Directorate, Human Settlements. P.O. Box 247, Bloemfontein 9300. Physical applications must be hand-delivered as follows:

Bloemfontein – Submit at the foyer of OR Tambo House, St. Andrews Street, Bloemfontein.

Centre: Qwaqwa – Submit at Human Settlements Offices, Mampoi Street, Phuthaditjhaba, Qwaqwa.

Sasolburg – Submit at Mora Investments House, Erf 15, Fichard Street, Sasolburg.

Welkom – Submit at Human Settlements Offices, Kopano Complex, 312 Long Road, Welkom.

Applications must be placed in the appropriately marked box at Security of the respective buildings. No applications will be accepted by staff in the offices in the building. Candidates may also apply via email at recruit@fshs.gov.za (please specify the post name and reference number in the subject line). Candidates who applied in the previous advert that was withdrawn are encouraged to apply again.

CLOSING DATE

: 21 August 2026, Time: 16H00

NOTE

: Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded from the internet at www.dpsa.gov.za/dpsa/vacancies.asp or obtained 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). 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 Management. Each application form must be fully completed, duly signed and initialed 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 fully complete, sign, and initial the application form will result in the disqualification of the application during the selection process. Applications on the old Z83 will, unfortunately, not be considered. Should you be in possession of foreign qualification/s, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). 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, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) 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. 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 of 24 months and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. NB: Applicants must be South African citizens originating and residing in the Free State, must be unemployed, and must have never participated in a Public Service Internship programme previously.

OTHER POSTS

<u>POST 27/159</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY DISTRICT SERVICES REF NO: HS 001/2026 (X2 POSTS)</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 6 in Information Technology / Computer Systems and Networks, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Ms. M. Rapulungoane at 060 960 0020
<u>POST 27/160</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: PROJECT MANAGEMENT UNIT DISTRICT SERVICES (X15 POSTS)</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Thabo Mofutsanyana District (Qwaqwa) Ref No: HS 002/2026 (X3 Posts) Fezile Dabi District (Sasolburg) Ref No: HS 003/2026 (X3 Posts) Lejweleputswa District (Welkom) Ref No: HS 004/2026 (X3 Posts) Mangaung District (Bloemfontein) Ref No: HS 005/2026 (X3 Posts) Xhariep District (Bloemfontein) Ref No: HS 006/2026 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 6/7 in Civil Engineering / Construction Management / Technical Related, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Mr. M. Mohloki at 066 477 4675 (Thabo Mofutsanyana District) Mr. D. Maduna at 079 188 8446 (Fezile Dabi District) Mr. Mofutsanyana at 063 695 3165 (Lejweleputswa) Mr. Mokoena at 066 476 2730 (Mangaung) Ms. Ngwenya at 072 779 9599 (Xhariep)
<u>POST 27/161</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: OFFICE ADMINISTRATION DISTRICT SERVICES (X10 POSTS)</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Thabo Mofutsanyana District (Qwaqwa) Ref No: HS 007/2026 (X2 Posts) Fezile Dabi District (Sasolburg) Ref No: HS 008/2026 (X2 Posts) Lejweleputswa District (Welkom) Ref No: HS 009/2026 (X2 Posts) Mangaung District (Bloemfontein) Ref No: HS 010/2026 (X2 Posts) Xhariep District (Bloemfontein) Ref No: HS 011/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 6 in Office Administration / Management, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Mr. M. Mohloki at 066 477 4675 (Thabo Mofutsanyana District) Mr. D. Maduna at 079 188 8446 (Fezile Dabi District) Mr. Mofutsanyana at 063 695 3165 (Lejweleputswa) Mr. Mokoena at 066 476 2730 (Mangaung) Ms. Ngwenya at 072 779 9599 (Xhariep)
<u>POST 27/162</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATORS - AFFORDABLE HOUSING REF NO: HS 012/2026</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12; a minimum qualification at NQF Level 6 in Public Administration/Office Administration or equivalent; basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Ms. L. Sefuli at 063 684 0482
<u>POST 27/163</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: RENTAL TRIBUNAL REF NO: HS 013/2026</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 7 in Law / LLB or equivalent, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Ms. O. Seate at 060 991 9099
<u>POST 27/164</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: HOUSING DEVELOPMENT & PLANNING REF NO: HS 014/2026</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 7 in Urban/Town and Regional Planning / Development Studies, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Mr. T.J. Kumalo at 066 486 5393
<u>POST 27/165</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – BID ADMINISTRATION AND LOGISTICS MANAGEMENT REF NO: HS 015/2026 (X2 POSTS)</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12; a minimum qualification at NQF Level 6 in Public Administration / Supply Chain Management / Financial Management; basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Ms. K. Mthembu at 062 024 3858
<u>POST 27/166</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – SALARIES AND TAX REF NO: HS 016/2026 (X2 POSTS)</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Mr. F. Labuschagne at 066 486 5361
<u>POST 27/167</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: HS 017/2026</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 6 in Internal Auditing / Financial Information Systems, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Mr. M. Rathebe at 082 815 6626
<u>POST 27/168</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT REF NO: HS 018/2026</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Public Admin / Management, Basic knowledge of government prescripts and principles.
<u>ENQUIRIES</u>	:	Mr. P. Soke at 066 477 4508
<u>POST 27/169</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME: CORPORATE COMMUNICATION REF NO: HS 019/2026</u> (24-month contract)
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Bloemfontein

REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Corporate Communication / Media Studies, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. Z. Mbewu at 060 976 8683

POST 27/170 : **GRADUATE INTERNSHIP PROGRAMME: LABOUR RELATIONS REF NO: HS 020/2026**
(24-month contract)

STIPEND : R8 174.75 per month

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Labour Relations / Human Resources Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. N. Leoela at 079 332 7771

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

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



- APPLICATIONS** : Applications should be submitted online at: <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached. Pre-entry SMS certificate is compulsory for SMS appointments. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 18 August 2026 @00:00 midnight
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021.

OTHER POSTS

- POST 27/171** : **ASSISTANT DIRECTOR: MACRO-ECONOMIC ANALYSIS REF NO: REFS/050284**
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R487 197 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant tertiary qualification in Economics/Econometrics/ Finance at NQF level 8 e.g. Honours Degree. 3 years functional experience in Economics or Finance and/ or related fields. Knowledge and understanding of MFMA, Treasury regulations, accounting principles, and PFMA.
- DUTIES** : To determine and evaluate economic parameters and socio- economic parameters and imperatives within the provincial and macro-economic context. Analyse key economic variables their interrelations and relevance for the budget. Perform periodic analysis, maintenance and update of provincial socio-economic indicators and conduct research which contributes to departmental publications. Support the Deputy Director by producing chapters in the research publications of the Macro-Economic Analysis unit. Perform econometric modelling for research and provide economic information to meet ad hoc requests. Support the Budget Management unit by researching and

submitting contributions to the economic section of the Estimates of Provincial Receipts and Expenditure (EPRE). Perform econometric modelling for research, analysis and forecasting of trends to inform policy makers of the potential future impact of their decisions and the unfolding events in the economy. Remain abreast with all economic trends both locally and internationally so that the impact of these on the provincial economy can be anticipated.

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

POST 27/172 : **ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/050285**
Directorate: Municipal Finance Management

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/ Financial Management/ Accounting/ Cost Management and Cost Accounting/ Logistics/ Supply Chain/ Transport management/ Internal Auditing/public procurement management/ Public Management/ Administration. 3-5 years' experience in the Supply chain management. Competencies: National Treasury circulars and guidelines; Procurement Policy, Contract Law principles/procedures; Public Service Regulatory, Financial Management; Policy analysis and development, Interpretation of legislation. valid driver's license.

DUTIES : Collaborate with relevant stakeholders to strengthen governance and accountability. Analyse UIF&W reports and identify recurring SCM compliance risks. Engage municipalities on corrective actions and compliance measures. Assist municipalities with resolving SCM reporting challenges. Maintain accurate SCM compliance records and databases. Ensure responses are processed within prescribed turnaround times. Compile monthly and quarterly reports on SCM. Assist municipalities in strengthening contract management controls and governance processes. Prepare analysis reports and recommendations for management consideration. Co-facilitate the review and the updating of the frequently asked questions.

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

INTERNSHIP PROGRAMME FOR 2026/28 (24 MONTHS CONTRACT)

OTHER POSTS

POST 27/173 : **INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/055927 (X4 POSTS)**
Directorate: Information Communication Technology

STIPEND : R98 097 per annum
CENTRE : Johannesburg
REQUIREMENTS : 3-year NQF 6 & 7 qualification in ICT related Degree/Diploma.
ENQUIRIES : Mr Robert Tsotetsi at 073 2727 131

POST 27/174 : **COMMUNICATIONS REF NO: REFS/055929 (X1 POST)**
Directorate: Communications

STIPEND : R98 097 per annum
CENTRE : Johannesburg
REQUIREMENTS : National Diploma/1 to 2 year certificate: 3D Animation, Motion Graphics Designer, Graphic Designer, UI / UX Designer.
ENQUIRIES : Mr Robert Tsotetsi at 073 2727 131

POST 27/175 : **COMMUNICATIONS REF NO: REFS/055930 (X1 POST)**
Directorate: Communications

STIPEND : R98 097 per annum
CENTRE : Johannesburg
REQUIREMENTS : National Diploma/ 1 or 2 year certificate in Photography, Videography and Video editing.
ENQUIRIES : Mr Robert Tsotetsi at 073 2727 131

<u>POST 27/176</u>	:	<u>COMMUNICATIONS REF NO: REFS/055931 (X1 POST)</u> Directorate: Communications
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma/1 to 2 certificate in Audio engineering and Sound production or related courses in the Audio visual sector.
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/177</u>	:	<u>FINANCIAL AUTOMATION MANAGEMENT SYSTEM REF NO: REFS/055943 (X1POST)</u> Directorate: Financial Automation Management System (FAMS)
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree: Finance/Financial Information Systems/ Information Technology
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/178</u>	:	<u>FINANCIAL INFORMATION MANAGEMENT SYSTEM REF NO: REFS/055932 (X3 POSTS)</u> Directorate: Financial Information Management System (FIMS)
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	BSC in Mathematical Statistics or Bachelor's Degree in Business Administration or BSC Business Information System or Degree/Diploma in Information Technology
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at: 073 2727 131
<u>POST 27/179</u>	:	<u>HUMAN RESOURCE MANAGEMENT SYSTEM REF NO: REFS/055934 (X1 POST)</u> Directorate: Human Resources Management
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree: Human Resource Management/Development Public Administration/Management (Specialising in HRM)
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/180</u>	:	<u>COMPLIANCE (NORMS AND STANDARDS) REF NO: REFS/055936 (X1 POST)</u> Directorate: Compliance (Norms and Standards)
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Degree: Risk, Audit and Law
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131
<u>POST 27/181</u>	:	<u>INTERNAL AUDIT COMMITTEES REF NO: REFS/055937 (X1 POST)</u> Directorate: Internal Audit Committees
<u>STIPEND</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Degree: Business/Office/Public Administration or Public Management
<u>ENQUIRIES</u>	:	Mr Robert Tsotetsi at 073 2727 131

DEPARTMENT OF ROADS AND TRANSPORT

OTHER POSTS

<u>POST 27/182</u>	:	<u>ASSISTANT DIRECTOR: VIP AND POOL REF NO: REFS/055880</u> Chief Directorate: VIP and Pool Fleet
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Koedoespoort

<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Transportation Management / Fleet Management / Logistics / Finance / Business Administration. 3 – 5 years' experience in fleet management and knowledge in office administration. Driving license as an added advantage.
<u>DUTIES</u>	:	Administer requests from VIP and Pool clients: Manage the booking of chauffeur and VIP services. Verify the booking form signed by the delegated transport officer/manager/financial official as per the transport policy. Confirm the availability of the requested vehicle as per the request. Manage the client department to provide an authorised trip authorisation form (Z606) and driver's license for the collection of vehicle/s. Monitor vehicles allocated to staff. Resolve all queries within acceptable time frame. Facilitate contract administration of short-term rentals: Manage all contracts as prescribed by entity. Approve contracts on Financial Information System. Verify that VIP section is completed on the application form and on the active contracts. Monitor records of daily contract activities. Send letters to clients whose contracts are about to expire and put them to the terms of the contract. Manage the cancellation of contract by the client. Manage the Fleet Management System for chauffeurs: Schedule drivers for chauffeur services on Fleet Management System. Monitor and report the status of chauffeur bookings and vehicles allocated to officials. Compile Financial Information System reports and submit vehicle tracking reports timeously. Develop and facilitate the implementation of policies and procedures: Participate in the development, review and implementation of policies and standard operating procedures. Compliance with all relevant departmental legislation, policies and procedures. Improve accuracy in service delivery. Filling of VIP and POOL reports and approved contracts. Submit monthly and quarterly reports on agreed time frames. Supervise staff (Human/equipment/Assets): Keep proper filing for all records. Manage staff work attendance including leave. Manage performance of staff (Implement Performance Management Development System) Implement and manage Facilities processes, procedures and systems. Compile operational planning for the team. Facilitate staff development.
<u>ENQUIRIES</u>	:	Ms. Precious Maimela Tel No: (011) 345 – 1538
<u>APPLICATIONS</u>	:	must be submitted online at https://jobs.gauteng.gov.za alternatively email to gFleetRecruitment@gauteng.gov.za . For general enquiries please conduct Human Resources on 010 345 1538.
<u>NOTE</u>	:	It is our intention to promote representative (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at www.dpsa.gov.za /documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Only shortlisted candidates will be required to submit certified documents not older than six months on or before the day of the interview following communication from Human Resources. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post.
<u>CLOSING DATE</u>	:	21 August 2026

<u>POST 27/183</u>	:	<u>LEGAL ADMIN OFFICER (MR5): LEGAL OPINION REF NO: REFS/050350</u> Branch: Corporate Services (Re-advert, applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R483 219 - R1 155 777 per annum. The offer is based on recognition of experience. (Proof of recognized experience will be requested only to the shortlisted candidates).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	LLB (NQF Level 8). At least 14 years' post graduate legal experience. Admitted Attorney or Advocate in the High Court of South Africa. Knowledge And Skills: Communications skills, Computer literacy, Interpersonal skills, Negotiation skills Problem solving and Ability to work with the team Ability to work under pressure. Leadership, Decision Making, Planning Organization, Report writing, Presentation. Change Management Planning and organizing Strategy, Policy Development, Project Management, People Oriented Financial Management Research Conduct, analyses, interpret, advise and mentor junior on research.
<u>DUTIES</u>	:	Provide sound legal opinion to the department, Draft legal opinions for the department, Represent the department during legal proceedings, Provide general legal support and PAIA, PAJA and POPIA compliance. Conduct a data inventory to identify what personal information is processed, where it is stored, and who it is shared with. Implement data protection policies and procedures, including comprehensive privacy notice, data retention schedules and secure destruction processes. Appear in court, lead evidence and present legal arguments. Determine and deliver persuasive legal arguments to a judge or magistrate. administer legal advice/opinion in the Department research the applicability of legal principles on legal Opinion formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function Advice on settlement to avoid unnecessary legal costs. Research on latest update of legal developments.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo Tel No: (011) 355 -7521, Ms. P. Mabasa Tel No: (011) 355 – 7175
<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates. 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.
<u>CLOSING DATE</u>	:	21 August 2026

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

<u>APPLICATIONS</u>	:	To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applications received after this date will not be accepted. Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za
<u>FOR ATTENTION</u>	:	Ms E Perumal
<u>CLOSING DATE</u>	:	21 August 2026
<u>NOTE</u>	:	To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za . Appointment is subject to a positive outcome on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. 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. 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 Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

OTHER POSTS

<u>POST 27/184</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 22/1/3/6/3/38/2026 (HRMD)</u> Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Bachelors Degree/ NQF Level 7 qualification in Human Resource Management as recognised by SAQA coupled with at least 5 years experience at senior managerial level in a Human Resource Management and Development environment, as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of the RSA Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance and Management System; Basic Conditions of Employment Act; Project Management Principles; Youth Development Policy; National and Provincial practice Notes; Supply Chain Management practices and procedures; Promotion of Access to Information Act; Service Delivery frameworks; Promotion of Administration Justice Act; Skills Development Act; National Skills Development Strategy; National Development Plan; Provincial Growth and development plan; Treasury Regulations; KZN Citizens charter; Occupational Health and Safety Act; Intergovernmental matters; Ministerial Handbook; Promotion of Equality and

		Prevention of Unfair Discrimination Act and any other relevant Act/Legislative mandates; Language skills; listening skills; presentation skills; analytical thinking; interpersonal relations; strategic planning skills; organisational skills; research skills; analytical skills; leadership skills; financial management skills; time management skills; report writing skills; problem solving skills; conflict management skills; change management skills; self discipline and able to work under pressure with minimum supervision; project management skills; people management skills; relationship management; decision making; facilitation skills; risk management skills; strategic direction; good communication skills (verbal & written) with staff and management, other departments and private sector organisations, educational institutions, municipalities, traditional institutions and good computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to manage a Strategic Human Resource function within the department with the following responsibilities: Render efficient Human Resource administration services; Provide optimal development of departmental human resources; Manage the development of human resource strategies and provide organisational development services; Manage labour relations matters; Ensure the development and implementation of policies, strategies and guidelines; Manage the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr Z Majosi Tel No: (033) 260 8045
<u>POST 27/185</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 22/1/3/6/3/39/2026 (HRMD)</u> Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Bachelors Degree/ NQF Level 7 qualification in Human Resource Management field as recognised by SAQA coupled with at least 5 years middle/senior managerial experience in a Human Resource environment, as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of the RSA Constitution; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance and Management System; Basic Conditions of Employment Act; Project Management Principles; Millennium development goals; Youth development policy; National and Provincial practice notes; Supply Chain management practices and procedures; Promotion of Access to Information Act; Service Delivery frameworks; Promotion of Administration Justice Act; Skills Development Act; Human Resource Development strategy of South Africa; National Skills Development Strategy; National Development Plan; Provincial Growth and Development Plan; Treasury Regulations; KZN Citizens Charter; Occupational Health and Safety Act; Intergovernmental matters; Ministerial Handbook; Protocol manual of South Africa; Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Act/Legislative mandates; language skills; listening skills; presentation skills; analytical thinking; interpersonal relations; strategic planning skills; organisational skills; research skills; analytical skills; leadership skills; financial Management skills; time Management skills; report writing skills; problem solving skills; conflict management skills; change management skills; self discipline and able to work under pressure with minimum supervision; project management skills; people management skills; relationship management; decision making; facilitation skills; risk management skills; strategic direction; Good communication skills (verbal & written) with staff and management, other departments and private sector organisations, educational institutions, and good computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to manage an efficient Human Resource Administration services within the department with the following responsibilities: Manage and ensure the provision of recruitment, selection and other life cycle event of employees; Manage the conditions of services and remuneration matters of employees; Manage the human resource management information systems; Develop policies, procedures and

		strategies aimed at improving service delivery within the municipal administration environment and Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (033) 260 8058
<u>POST 27/186</u>	:	<u>DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 22/1/3/6/3/39/2026 (MAG)</u> Chief Directorate: Municipal Administration and Governance Directorate: Municipal Administration
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Bachelors Degree / NQF Level 7 qualification in Municipal Administration / Public Administration / Local Government / Business Administration as recognised by SAQA coupled with at least 5 years middle/senior managerial experience in a Municipal Administration environment, as well as a SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence (code 8). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of the RSA Constitution; Municipal Systems Act; KZN Cemeteries and Crematoria Act, 2006; Local Authorities Ordinance, 1974; KZN Pound Act, 2006; Local Government Legislation; Local Government staff regulations; Public Service Act; Public Service Regulations; Public Finance Management Act; Labour Relations Act; Employee performance and management system; Municipal Financial Management Act; Project management principles; Millennium development goals; Social dynamics of KZN communities; National and Provincial practice notes; SCM practices and procedures; Promotion of Access to Information Act; language skills; listening skills; presentation skills; analytical thinking; interpersonal relations; strategic planning skills; organisational skills; research skills; analytical thinking; leadership skills; financial management skills; time management skills; report writing skills; problem solving skills; conflict management skills; change management skills; project management skills; people management skills; relationship management; decision making; Good communication skills (verbal & written) with municipalities, departmental staff and SALGA and good computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to oversee support and monitoring of corporate services and statutory administrative matters within municipalities in line with relevant municipal Acts and Regulations with the following responsibilities: Manage support and monitoring of human resource management matters of Senior Managers and councillors at municipalities within the province; Manage support, monitoring and assessment of organisational design at municipalities; administer municipal administrative statutory obligations; Manage support and monitoring of ICT at municipalities within the province; Develop policies, procedures and strategies aimed at improving service delivery within the municipal administration environment and management of resources.
<u>ENQUIRIES</u>	:	Ms S Govender at 060 882 5125

OTHER POSTS

<u>POST 27/187</u>	:	<u>ASSISTANT DIRECTOR: CREDIT MANAGEMENT REF NO: 22/1/3/6/3/40/2026(FM)</u> Chief Directorate: Financial Management Directorate: Financial Accounting
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Bachelors Degree/ NQF Level 7 qualification in Financial Management as recognised by SAQA coupled with 3 years supervisory experience in a financial management environment and a valid Drivers Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of procurement and payments systems, policies and procedures; Sound knowledge of PFMA and Treasury Regulations, SCM and other prescripts; Function knowledge of BAS; Knowledge of Public Service Act and Regulations;

		Labour Relations Act; Good planning, decision making and problem solving skills; Ability to develop the unit into a team; Numeracy skills; Report writing; Financial Management; Good communication skills (verbal & written) with colleagues, management, Treasury and suppliers; Good computer literacy in MS Office (Ms Word and Ms Excel); must be prepared to drive official vehicles.
<u>DUTIES</u>	:	The successful candidate will be required to manage creditor management services with the following responsibilities: Manage the receiving and recording of valid invoices; Manage the payment of suppliers within 30 days; Manage financial reconciliations and reporting; Manage resources of the unit.
<u>ENQUIRIES</u>	:	Ms S Chetty Tel No: (033) 260 8118
<u>POST 27/188</u>	:	<u>FIRE SAFETY COORDINATOR REF NO: 22/1/3/6/3/41/2026 (DMO)</u> Chief Directorate: Disaster Management Directorate: Disaster Management Operations
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of an appropriate National Diploma (NQF 6) in Fire Technology as recognised by SAQA coupled with 2 years experience in Fire and Rescue services and a valid C1 Drivers Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of Disaster Management Act; Fire Brigade Act; Knowledge of Fire and Rescue Services procedures; Public Service Act; Municipal Regulations and policies; Ability to analyze and interpret policies; Minute taking and report writing skills; Good organisational skills, office management and document tracking; Capacity building; Good communication skills (verbal and written) with municipalities, Traditional Institutions, Public, Private sector staff and management; Good computer literacy in MS Office (Ms Word, Ms Excel and PowerPoint).
<u>DUTIES</u>	:	The successful candidate will be required to support municipalities and stakeholders with fire and rescue services with the following responsibilities: Monitor, evaluate and provide support with the development and implementation of plans, legislative frameworks and strategies for fire and rescue services within the Province; Implement and support municipalities with fire safety and services capacity building programmes; Support with establishment and maintenance of IGR structures in fire and rescue services; Support municipalities with coordination of response capabilities; Provide technical support for compliance with National and Provincial imperatives.
<u>ENQUIRIES</u>	:	Mr M Hadebe at 071 671 0741
<u>POST 27/189</u>	:	<u>HRD PRACTITIONER: BURSARIES REF NO: 22/1/3/6/3/40/2026 (HCD)</u> Chief Directorate: Human Resource Management and Development Directorate: Human Capital Development
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a National Diploma/ NQF Level 6 qualification in Human Resource Management/Development/Skills Development as recognised by SAQA coupled with at least 1-2 years of experience in an HRM&D environment, experience in Bursaries will be an added advantage and a valid Drivers Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of Policies, Legislation and Prescripts pertaining to the Human Resource Development field; Public Service Education and Training Strategies; Education and Training Structures; Financial Management; Practical demonstration of knowledge in the Human Resource Development field; Finance; Project Management; Planning; Decision Making; Problem Solving; Conflict Management; Staff Development; Diversity Management; Presentation Skills; Customer Orientation; Good communication skills (verbal & written) with other Government Institutions, Private Sector, NGOs and Departmental Officials; Good computer literacy in MS Office. Candidates must be able and willing to drive.
<u>DUTIES</u>	:	The successful candidate will be required to coordinate bursaries and study assistance programmes with the following responsibilities: Administer State Aided Studies/Bursaries for the department; Provide for the administration of bursary matters; Develop, implement and maintain bursary/study assistance

		programme policies; Administer bursary/study assistance programme payments.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (033) 260 8058
<u>POST 27/190</u>	:	<u>TRANSPORT CLERK REF NO: 22/1/3/6/3/41/2026(AUX)</u> Chief Directorate: Corporate Services Directorate: Auxiliary Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Grade 12 certificate or equivalent with no previous experience required and a valid Drivers Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Administrative process; Report writing skills; Planning and Organising skills; Interpersonal relations; flexibility; teamwork; Good communication skills (verbal & written) with other Government Departments, Private Sector, Staff, Municipalities; computer literacy and driving skills.
<u>DUTIES</u>	:	The successful candidate will be required to render an efficient and effective general administration support services with the following key responsibilities: Coordinate the allocation pool vehicles, maintain pool vehicles; Monitor and report on vehicle usage; Verify log sheets and reconcile; Provide administrative support services.
<u>ENQUIRIES</u>	:	Mr A Lourens Tel No: (033) 260 8227
<u>POST 27/191</u>	:	<u>DRIVER/MESSENGER REF NO: 22/1/3/6/3/42/2026 (CTLDC)</u> (5 Month Contract Post) KZN Commission on Traditional Leadership Disputes and Claims
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Grade 10 qualification coupled with 7 – 12 months relevant experience and a valid code 8 Driver's License. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of the procedures to operate a motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilised, what is the requirement for the storage of the vehicle, Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform messenger functions and routine office support like registry functions and the making of photocopies, good interpersonal skills; good communication skills (verbal and written).
<u>DUTIES</u>	:	The successful candidate will be required to provide driver and messenger duties with the following key responsibilities: Drive light and medium motor vehicles; Render a messenger support service in the relevant office; Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled, Do routine maintenance on the allocated vehicle.
<u>ENQUIRIES</u>	:	Mr E Mthiya Tel No: (031) 204 1708

DEPARTMENT OF HEALTH

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

OTHER POSTS

<u>POST 27/192</u>	:	<u>DEPUTY DIRECT HRM: MONITORING & EVALUATION REF NO: UGU DO 01/2026 (X1 POST)</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive MMS package)
<u>CENTRE</u>	:	Ugu Health District Office
<u>REQUIREMENTS</u>	:	Senior Certificate, 3 year Bachelor Degree / National Diploma in HR Management Human Sciences / Public Management or Administration, A minimum of 3 years' Managerial Experience in Human Resource Management, PERSAL certificate, Computer literacy: MS Office Software Applications, Valid code EB driver's license (code 8); Project management and strategic planning, An understanding of the "push" factors affecting human resource supply and

		demand within the health sector, Ability to prioritize issues and other work-related matters so as to comply with time frames, Broad knowledge of HR practices and disciplines, Excellent management, facilitation, communication and interpretation skills, Expert knowledge legislative and policy framework informing the area of operation, Ability to capture and communicate the essence of recommendation in a concise and clear corporate language, Ability to prioritize issues and after work related matters in order to comply with tight deadlines, A clear understanding of challenges facing the Public Sector.
<u>DUTIES</u>	:	Ensure and facilitate the consolidation of an integrated HR Plan for the District and monitor and evaluate the performance of Institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problem areas; Oversee and manage processes for the alignment of organizational and post establishment structures within the District in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service Transformation Plan of the Department, budget allocations as well as standards and workload statistics; Oversee the effective implementation of Human Resources management policy imperatives in Institutions and ensure consistency in the application thereof; Ensure a well-coordinated and integrated approach to develop sound labour relations and within the District promote staff wellbeing, safety, employee performance management and develop system (EPMDS); Manage the utilization of resources allocated to the section inclusive of the development of staff; Provide District HR compliance and support services.
<u>ENQUIRIES</u>	:	Mrs N. Govender Tel No: (039) 682 4715
<u>APPLICATIONS</u>	:	Application to be forward to: The District Director, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240. Applications can also be e-mailed to: UGU.HRIntern@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	The Human Resource Manager
<u>NOTE</u>	:	Detailed application for employment (Z83) and Curriculum Vitae. Certified copies must not be submitted when applying for employment (Only short listed candidates will be requested to submit proof). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	28 August 2026
<u>POST 27/193</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: OTH MAKH 01/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements) and 12% Rural Allowance
<u>CENTRE</u>	:	Othobothini Community Health Centre (Makhathini Clinic)
<u>REQUIREMENTS</u>	:	Senior certificate/STD 10/Grade 12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife.1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. Clinical Nurse Practitioner Grade 1 A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Clinical Nurse Practitioner Grade 2 A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.10 years of experience of the experience referred to above must be appropriate/recognizable experience after obtaining a 1-year Post Basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal framework. Knowledge of Quality Assurance Programmes, Batho-Pele principles and Patient Rights charter, human resource management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem-solving skills.

<u>DUTIES</u>	:	Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Promote preventive and promote health for clients in the facility. Maintain accurate and complete patients's records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems and areas of improvement and communicate with the Operational Manager. Deal with grievances and labour relations issues in terms of laid down procedures/policies. Provide direct and indirect supervision of junior staff and give guidance for quality patient care. Implement infection control standards and practices to improve quality health care. Initiate treatment and ensure evaluation of patients's clinical conditions. Participate in health promotion activities in the clinic and in community. Assess in-service training needs, plan and implement training. Participate in data management processes. Participate in the attainment of National Core Standards, realisation of ideal clinic (ICRM), PSI and Surveys on PEC and waiting time.
<u>ENQUIRIES</u>	:	Mr. S.R Dlamini Tel No: (035) 572 9002
<u>APPLICATIONS</u>	:	to be hand deliver to Othobothini CHC HR Department next to Msiyane High School, Jozini, 3969. Or email to Sabelo.Mchunu@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Applicants are not required to submit Copies of educational qualifications and Professional registration certificates such documents will be requested only from shortlisted candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	21 August 2026
<u>POST 27/194</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: DPKISMH 04 /2026 (X3 POSTS)</u> Component: Theatre
<u>SALARY</u>	:	Grade 1: R495 423 – R581 931 per annum Grade 2: R607 350 – R752 913 per annum Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribe requirements)
<u>CENTRE</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 (fourteen) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years must be appropriate/recognisable experience in the speciality after obtaining the 1 (one) year post-basic qualification in relevant speciality. Minimum Requirements: Senior Certificate or equivalent. Degree/Diploma in General nursing or equivalent qualification that allows for registration with SANC as a Professional Nurse. A relevant one (01) year Post Basic qualification in Operating Theatre Nursing Science. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2026). A minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills and critical thinking skills. Ability to work within the multidisciplinary team. To nurse a paediatric ventilated/high care patient in ICU within directorate. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate. Previous experience in the following disciplines would be advantageous: - General surgery. Laparoscopic surgery Orthopaedic surgery, Recovery Room, CSSD, Obstetrics & Gynea.

<u>DUTIES</u>	:	Effective management of patients, display a concern for patients, promoting and advocating. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SC Nduli: Nursing Manager – Dr PKISMH Tel No: (031) 530 1565
	:	To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu
<u>FOR ATTENTION NOTE</u>	:	Deputy Director: HRM
	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). 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. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	21 August 2026.
<u>POST 27/195</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: DPKISMH 05 /2026 (X1 POST)</u> Component: Critical Care
<u>SALARY</u>	:	Grade 1: R495 423 – R581 931 per annum Grade 2: R607 350 – R752 913 per annum Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribe requirements)
<u>CENTRE REQUIREMENTS</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
	:	Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 (fourteen) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing, of which at least 10 (ten) years must be appropriate/recognisable experience in the speciality. Minimum Requirements: Senior Certificate or equivalent. Degree/Diploma in General nursing or equivalent qualification that allows for registration with SANC as a Professional Nurse. A relevant one (01) year Post Basic qualification in Nephrology Nursing Science. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2026). A minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse with SANC in General Nursing Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination

		and liaison skills. Problem solving skills and critical thinking skills. Ability to work within the multidisciplinary team.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication with patient, families, the multi-disciplinary team and other departments within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. teambuilding. Effective and efficient management of all resources. Work under direct supervision of Critical Care Operational Manager. To perform intermittent haemodialysis for acute and chronic patients within the facility. To coordinate all renal services within the facility. To connect and monitor patients on CRRT. To work effectively with the multidisciplinary team. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate.
<u>ENQUIRIES</u>	:	Ms SC Nduli: Nursing Manager – Dr PKISMH Tel No: (031) 530 1565
<u>APPLICATIONS</u>	:	To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu
<u>FOR ATTENTION</u>	:	Deputy Director: HRM
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to a positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous employment experience verifications and verification from the company Intellectual Property (CIPC). 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. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	21 August 2026.
<u>POST 27/196</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP01/2026 (X2 POSTS)</u> Component: Nursing
<u>SALARY</u>	:	Grade 1: R495 423 – R581 931 per annum Grade 2: R607 530 – R752 913 per annum plus 13th Cheque, Home Owners Allowance Employee must meet prescribed requirements), Medical aid (Optional)
<u>CENTRE</u>	:	Queen Nandi Regional Hospital (Empangeni)
<u>REQUIREMENTS</u>	:	Matric/Grade 12 Certificate. Degree / Diploma qualification that allows registration to General Nursing & Midwifery plus a relevant post basic qualification (Diploma in Advanced Midwifery & Neonatal Nursing Science). Registration certificate with South African Nursing Council (SANC). Current

SANC receipt (2026). Experience required: **Grade 1** is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. **Grade 2** is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies Required: Knowledge of South African Nursing Act (Act 33 of 2005) and SANC regulation. Knowledge of Public Service Acts, regulations and policies. National Health Act. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge of Maternity care guidelines (latest South African guidelines). Knowledge of guidelines for saving mothers and saving babies. Knowledge of essential steps in managing obstetric emergencies (ESMOE). Knowledge of essential care of the new-born (ECN). Knowledge of basic Ante Natal Care (BANC Plus) and MBFHI. Management of obstetric emergencies (PPH, eclampsia, shoulder dystocia, cord prolapse etc). Maternal and Perinatal death surveillance and response. Knowledge of Ideal hospital framework, quality assurance and clinical governance. Leadership and supervision, good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision-making skills. Health information systems and recordkeeping, data analysis and use of health indicators. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES

: Provide comprehensive specialist midwifery care to antenatal, intrapartum, postnatal, and neonatal patients according to national and provincial guidelines. Provision of quality services through setting standards, policies and procedures. Reduction of maternal and child mortality and morbidity rate. Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc. Manage obstetric and neonatal emergencies, initiating appropriate treatment and timely referral where necessary. Implement maternal and perinatal quality improvement programmes, including maternal death reviews, perinatal mortality meetings, and clinical audits. Participate in the implementation of National Priorities clinical guidelines, protocols. Supervise, mentor, and support nursing staff, student nurses, and community service nurses in the maternity unit. Exercise control over discipline, grievance and labour relations issues. Assist in development of all nursing staff. Ensure infection prevention and control (IPC) measures and maintain patient safety standards. Maintain accurate patient records, statistics, and reports in accordance with Department of Health policies. Promote maternal, new-born, and family health education, including breastfeeding support and family planning. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Ensure availability and proper management of medicines, equipment, and supplies within the maternity unit. Participate in continuous professional development (CPD), research, and implementation of evidence-based practice. Comply with legal, ethical, and professional standards, including the Nursing Act, National Health Act, Batho Pele Principles, Patients' Rights Charter, and other relevant policies.

ENQUIRIES APPLICATIONS

: Mrs J Marais Tel No: (035) 907 7005
: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880. Email: queennandihospital.hrjobapplication@kznhealth.gov.za

FOR ATTENTION

: Deputy Director Human Resources Mr. SM Ndabandaba Tel No: (035) 907 7011

NOTE

: Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following

checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. 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. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost-cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

<u>CLOSING DATE</u>	:	17 August 2026
<u>POST 27/197</u>	:	<u>PROFESSIONAL NURSE GENERAL STREAM REF NO: DPKISMH 06 /2026 (X1 POST)</u> Component: Theatre
<u>SALARY</u>		Grade 1: R337 359 – R397 392 per annum Grade 2: R411 978 – R485 289 per annum Grade 3: R495 423 – R635 088 per annum Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribe requirements)
<u>CENTRE REQUIREMENTS</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
	:	Grade 1: No experience required. 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/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Minimum Requirements: Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Plus, a relevant post basic qualification in Operating Theatre nursing. Registration certificate with South African Nursing Council (SANC) Current SANC receipt (2026). 4 years' experience in General Nursing after registration as a Professional Nurse. Successful candidate will have to spend minimum of one year in service. Knowledge, Skills, Training and Competence Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills. Previous experience in the following disciplines would be advantageous: - General surgery. Laparoscopic surgery Orthopaedic surgery, Recovery Room, CSSD, Obstetric & Gynaec.
<u>DUTIES</u>	:	Effective management of patients, display a concern for patients, promoting and advocating. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff

	and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff.
<u>ENQUIRIES APPLICATIONS</u>	: Ms SC Nduli: Nursing Manager – Dr PKISMH Tel No: (031) 530 1565 : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu
<u>FOR ATTENTION NOTE</u>	: Deputy Director: HRM : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to a positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous employment experience verifications and verification from the company Intellectual Property (CIPC). 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. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 21 August 2026
<u>POST 27/198</u>	: <u>ARTISAN PRODUCTION GRADE A, B (CARPENTER) REF NO: EMP03/2026 (X1 POST)</u> Component: Maintenance
<u>SALARY</u>	: Grade A: R253 341 – R281 172 per annum Grade B: R297 249 – R329 898 per annum plus 13th Cheque, Homeowners Allowance Employee must meet prescribed requirements), Medical aid (Optional)
<u>CENTRE REQUIREMENTS</u>	: Queen Nandi Regional Hospital (Empangeni) : Grade 10. Appropriate Trade Test Certificate in Carpentry in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan Grade A: At least 0-2 years' appropriate experience in an area after obtaining the relevant trade certificate. Artisan Grade B: At least 14 years' appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, Skills And Competencies Required: Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, Interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air conditioning, as well as gas application and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision-making skills. Ability to work in a team, be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skills.
<u>DUTIES</u>	: Carry out maintenance, repairs, installation, and replacement of carpentry and joinery works throughout the hospital and associated facilities. Repair, manufacture, and install doors, door frames, windows, cupboards, cabinets, counters, shelves, partitions, ceilings, roofing timber, and other wooden structures. Install and maintain hospital furniture, fittings, fixtures, and specialised timber components in wards, theatres, clinics, offices, and accommodation. Repair and replace locks, hinges, door closers, handles, and other ironmongery associated with carpentry works. Inspect buildings and hospital infrastructure to identify defects and carry out preventative and

corrective maintenance. Read and interpret drawings, sketches, specifications, and work instructions to execute carpentry projects. Operate, maintain, and ensure the safe use of carpentry hand tools, power tools, machinery, and workshop equipment. Manufacture timber items according to required specifications and quality standards. Ensure compliance with the Occupational Health and Safety Act, infection prevention and control measures, and Departmental policies while performing maintenance activities. Respond promptly to emergency maintenance requests to ensure continuity of healthcare services. Inspect completed work to ensure compliance with quality standards and building regulations. Maintain accurate job cards, maintenance records, material usage records, and daily work reports. Assist in preparing material estimates, specifications, quotations, and procurement requirements for carpentry projects. Monitor and control the use of materials, tools, and equipment, ensuring accountability and minimising wastage. Participate in planned preventative maintenance programs and infrastructure improvement projects. Supervise and provide guidance to Artisan Assistants, Tradesmen Aids, interns, and learners where applicable. Work collaboratively with other maintenance disciplines, including Electrical, Plumbing, Mechanical, Painting, and Civil teams. Ensure good housekeeping in the carpentry workshop and maintain tools and equipment in a safe and serviceable condition. Participate in after-hours standby duties and emergency call-outs when required. Perform routine inspections of hospital infrastructure to identify potential safety hazards and maintenance requirements. Ensure compliance with the National Building Regulations and relevant South African National Standards (SANS). Assist with disaster recovery and emergency repairs during adverse weather events or infrastructure failures. Promote efficient utilisation of resources and implement cost-saving measures in maintenance operations. Mentor apprentices and contribute to skills development within the Maintenance Department. Maintain effective communication with users, supervisors, and contractors regarding maintenance activities. Perform any other maintenance-related duties as delegated by the Maintenance Supervisor, Foreman, or Chief Artisan.

**ENQUIRIES
APPLICATIONS**

: Mr ME Mhlongo Tel No: (035) 907 7006
:
: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880. Email: queennandihospital.hrjobapplication@kznhealth.gov.za

FOR ATTENTION

: Deputy Director Human Resources Mr. SM Ndabandaba Tel No: (035) 907 7011

NOTE

: Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. 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. Fingerprints will be taken on the day of the interview. The social media

accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost-cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

CLOSING DATE : 17 August 2026

DEPARTMENT OF TREASURY

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

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

FOR ATTENTION : Ms SL Ngema
CLOSING DATE : 17 August 2026

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 Must Be Completed In Full. Application must be accompanied by a detailed CV Only the provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, drivers license etc.) All shortlisted candidates, including SMS, shall undertake to pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants need to ensure that they obtain and submit their foreign qualifications verified with SAQA if shortlisted or provisionally shortlisted. Non-South African citizens or permanent residency holders, if provisionally shortlisted, will be required to submit proof of citizenship. 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 Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered.

MANAGEMENT ECHELON

POST 27/199 : **DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT REF NO: KZNPT 26/23**
This is a re-advertisement, applicants who had previously applied must apply again.

SALARY : R1 317 384 per annum, (all- inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 Qualification in Architecture, Town and Regional Planning, Quantity Surveying, Civil Engineering and Project Management in the built environment. Training in Cost benefit analysis model building. Professional Registration with relevant Built Environment council. 5 years middle or senior managerial experience in a relevant infrastructure

environment. SMS Pre-entry Certificate prior to appointment. A valid driver's licence and people living with disabilities who are without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required Advanced Project Management. Contract Management. Financial Management. Personnel Management. Administrative Procedures. Public Finance Management Act (PFM). Municipal Finance Management (MFMA). Division of Revenue Act (DoRA). Preferential Procurement Policy Framework (PPFA). Framework for Infrastructure Delivery and Procurement Management (FIDPM). Broad Based Black Economic Empowerment (BBBEE). Construction Industry Development Board Act (CIDB). Treasury Regulation. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSED). Provincial Procurement Act and regulations. Public Finance Management Act – Best Practice National Treasury Guideline documents. South African Fiscal and monetary policy. Provision policy priorities Budget formulation. Code of conduct. Legislation applicable to allocated department. Political and socio-economic environment Labour Relations Act. Employment Equity Act. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical Diplomacy. Computer literacy. Time management Conflict management Decision making. Inter-personal relation. Verbal and written communication. Financial management. Human resource management. Project planning and management. Policy Analysis and development. Strategic Management.

DUTIES

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

ENQUIRIES

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

NOTE

: Preferences: Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	17 August 2026
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. ERRATUM: Kindly note that the following posts advertised on the Public Service Vacancy Circular 25 dated 17 July 2026, the posts of Professional Nurse Grade 1 (PN-A2): With Midwifery (Amajuba Memorial Hospital, Gert Sibande District) with Ref No: MPDoH/July/26/1080 and Senior Administrative Officer: Salary Administration (Matikwana Hospital, Ehlanzeni District) with Ref No: MPDoH/July/26/1062 with the closing date of 23 June 2026, the posts have been withdrawn.

OTHER POSTS

<u>POST 27/200</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JULY/26/1174</u>
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	KwaMhlanga Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council (2026) plus a Degree / Diploma in Health Management. Five (5) years' experience in health management service environment. Valid driver's licence. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project

DUTIES

management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

: To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

ENQUIRIES

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

POST 27/201

: **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JULY/26/1175**

SALARY CENTRE REQUIREMENTS

: R1 041 402 - R1 121 241 per annum
: Barberton Hospital (Ehlanzeni District)
: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical

		discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/202</u>	:	<u>DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: MPDOH/JULY/26/1176</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Finance / Supply Chain Management / Purchasing / Management Accounting / Logistics / Public Administration / Public Management / Financial Management as recognised by SAQA. A minimum of three (3) years' relevant experience at supervisory / management level (ASD). A valid driver's licence. Knowledge: Supply Chain Framework. Preferential Procurement Policy Framework. Departmental policies and procedures. Project Management. General management. Strategic management. PFMA. PPPFPA. Treasury Regulations. Skills: Leadership. Negotiating. Facilitation. Computer literacy. Presentation. Innovative. Analytical. Verbal and written communication.
<u>DUTIES</u>	:	Develop and implement demand management frameworks and strategies, Ensure the consolidation of the procurement requirements from programmes in line with the strategic plan of the department timeously, Ensure a consolidated procurement plan for goods and services with critical delivery dates and the approval thereof on time and submission to Provincial Treasury, Manage the implementation of Central Supplier Database; facilitation of bid specification committee meetings; review and manage policies, instruction notes and supply chain performance; monitor, analyse and implement SCM policies and National Treasury instruction notes, Review and implement sourcing strategy, Ensure sound governance and improved compliance with supply chain management reporting requirement.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/203</u>	:	<u>ASSISTANT DIRECTOR: BUDGET & EXPENDITURE REF NO: MPDOH/JULY/26/1177 (X1 POST)</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus service benefits)
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognised by SAQA. At least a minimum of three (3) years' experience in Financial Management at supervisory / management (Level 7/8). Proficiency in MS Excel, MS Word, PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive

<u>DUTIES</u>	:	knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.
	:	To manage and facilitate budgeting processes. Facilitate and manage financial planning and budgeting processes. Compile budget estimates. Align budgets with strategic and annual performance plans. Provide advice on budget-related matters. Monitor expenditure against allocated budget. Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing operational budget requirements needs of Districts within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget / expenditure input to quarterly erroneous allocations and authorize journal entries. Monitor expenditure against allocated budget (programme / sub-programme). Compile expenditure (equitable and conditional grants) reports. Coordinate resources to internal and external audit queries and monitor the implementation of audit recommendations. Alert the Hospital Management to over and under expenditure trends. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/204</u>	:	<u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: MPDOH/JULY/26/1182 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R487 197 per annum (Level 09), (plus service benefits)
	:	Ehlanzeni District: Mapulaneng Hospital (X1 Post) Rob Ferreira Hospital (X1 Post) Themba Hospital (X1 Post) Gert Sibande District: Ermelo Hospital (X1 Post) Nkangala District: Witbank Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognised by SAQA. At least a minimum of three (3) years' experience in Financial Management at supervisory / management (Level 7/8). Proficiency in MS Excel, MS Word, PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.
<u>DUTIES</u>	:	Supporting the billing processes. Assisting with debt management and follow-ups. Monitoring compliance with revenue management policies. Supporting data quality improvement initiatives.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/205</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET & EXPENDITURE REF NO: MPDOH/JULY/26/1183</u>
<u>SALARY CENTRE</u>	:	R413 001 per annum (Level 08), (plus service benefits)
	:	Matikwana Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus six (6) years relevant experience in Finance / Salary Administration or Diploma / Degree (NQF Level 6/7) in Finance / Public Administration / Public Management as recognised by SAQA plus three (3) years relevant experience in Human Resource Management / Salary Administration. At least three (3) years' experience in the post of Chief Administration Clerk / Administrative Officer (Level 7). Knowledge of PERSAL System with courses will be an added advantage. Knowledge and

		understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.
<u>DUTIES</u>	:	To manage and facilitate budgeting processes. Facilitate and manage financial planning and budgeting processes. Compile budget estimates. Align budgets with strategic and annual performance plans. Provide advice on budget-related matters. Monitor expenditure against allocated budget. Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing operational budget requirements needs of Districts within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget / expenditure input to quarterly erroneous allocations and authorize journal entries. Monitor expenditure against allocated budget (programme / sub-programme). Compile expenditure (equitable and conditional grants) reports. Coordinate resources to internal and external audit queries and monitor the implementation of audit recommendations. Alert the Hospital Management to over and under expenditure trends. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames. Supervise and control the work of sub-ordinate in the expenditure management unit. Authorize payments on Bas and Logis system. Understanding of all aspects of supply chain processes. Ensuring compliance with departmental and treasury regulations. Establish and enforce internal control measures. Manage all open orders report (Accruals) and reconciliation of accounts. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Attend and respond to audit queries.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/206</u>	:	<u>STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/JULY/26/1197 (X14 POSTS)</u> On a Three (3) Year Contract: Unemployed Graduate
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07), (plus service benefits)
	:	<u>Ehlanzeni District:</u> Barberton Hospital (X1 Post) Lydenburg Hospital (X1 Post) Matibidi Hospital (X1 Post) Matikwana Hospital (X1 Post) Mapulaneng Hospital (X2 Posts) Rob Ferreira Hospital (X2 Posts) Sabie Hospital (X1 Post) Shongwe Hospital (X1 Post) Themba Hospital (X2 Posts) Tintswalo Hospital (X1 Post) Tonga Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Supporting patient registration and billing information. Ensuring accurate capturing of patient information. Assisting with debt management and follow – ups. Monitoring compliance with revenue management policies. Supporting data quality improvement initiatives.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/207</u>	:	<u>STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO:</u> <u>MPDOH/JULY/26/1205 (X8 POSTS)</u> On a Three (3) Year Contract: Unemployed Graduate
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07), (plus service benefits)
	:	Nkangala District: Bernice Samuel Hospital (X1 Post) H A Grove Hospital (X1 Post) Impungwe Hospital (X1 Post) Middelburg Hospital (X1 Post) Mmametlhake Hospital (X1 Post) KwaMhlanga Hospital (X1 Post) Waterval Boven Hospital (X1 Post) Witbank Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Supporting patient registration and billing information. Ensuring accurate capturing of patient information. Assisting with debt management and follow – ups. Monitoring compliance with revenue management policies. Supporting data quality improvement initiatives.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/208</u>	:	<u>STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO:</u> <u>MPDOH/JULY/26/1215 (X10 POSTS)</u> On a Three (3) Year Contract: Unemployed Graduate
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07), (plus service benefits)
	:	Gert Sibande District: Amajuba Memorial Hospital (X1 Post) Bethal Hospital (X1 Post) Carolina Hospital (X1 Post) Elsie Ballot Hospital (X1 Post) Embhuleni Hospital (X1 Post) Ermelo Hospital (X2 Posts) Evander Hospital (X1 Post) Piet Retief Hospital (X1 Post) Standerton Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Supporting patient registration and billing information. Ensuring accurate capturing of patient information. Assisting with debt management and follow – ups. Monitoring compliance with revenue management policies. Supporting data quality improvement initiatives.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile

Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>POST 27/209</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/JULY/26/1217 (X2 POSTS)</u>
<u>SALARY</u>	:	R337 359 – R397 392 per annum
<u>CENTRE</u>	:	Elsie Ballot Hospital (Gert Sibande District) Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council (SANC) (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritise work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realisation Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/210</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/JULY/26/1219 (X2 POSTS)</u>
<u>SALARY</u>	:	R275 340 – R310 422 per annum
<u>CENTRE</u>	:	Gert Sibande District: Carolina Hospital Amajuba Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 27/211</u>	:	<u>SESSIONAL MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JULY/26/1220</u> One (1) Year Contract (20 Sessions)
<u>SALARY</u>	:	R501.00 per hour, (Less than 5 years relevant experience)

**CENTRE
REQUIREMENTS**

R572.00 per hour, (At least 5 years, but less than 10 years, relevant experience)

R662.00 per hour, (10 years and more relevant experience)

- : Bernice Samuel Hospital (Nkangala District)
- : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES

- : To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

ENQUIRIES

- : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM**

- APPLICATIONS** : Post Name and quote the relevant reference number. The applications can be posted to: Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, Private Bag X5018, Kimberley, 8301 or Email to: blommiejacobs@ncpg.gov.za or Hand delivered applications may be submitted at reception, Temothuo House, Old Kimberlite Hotel, 162 George Street, Kimberley.
- FOR ATTENTION** : Mrs. L. Phayane
- CLOSING DATE** : 17 August 2026
- NOTE** : 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. Failure to do so, your application will be disqualified. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

- POST 27/212** : **CANDIDATE ENGINEER REF NO: DAERL/04/06/26**
Re-advertisement, previous applicants are encouraged to apply again.
(5-Year Contract)
- SALARY** : R791 604 per annum, (all-inclusive package), (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Kimberley
	:	The candidate must be in possession of a NQF Level 7 BSc Civil/ Agricultural Engineering qualification; Compulsory ECSA registration as a Candidate Engineer. Relevant experience in the field of engineering sector will be an added advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software's, Microsoft Office, Power point. Excellent interpersonal relation skills, Ability to handle tasks of a multi-faceted nature, Sound communication skills both verbal and written, Problem solving skills. Valid drivers' license – minimum code 8.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Design, construction and contract management of irrigation systems, crop processing plants, packaging facilities, animal housing, green houses, farm mechanization (tractors and relevant planters and implements) and other farm structures. Knowledge of Model Maker design program, AUTOCAD, surveying with Trimble GPS and processing with Trimble Business Centre survey programs will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software programs, Microsoft Office and Power Point. Excellent interpersonal relation skills, ability to handle tasks of a multi-faceted nature, sound communication skills both verbal, working under pressure with deadlines and written, problem solving. Technical and engineering skills would be expected in agricultural development support programs, i.e. CASP, ILLIMA LETSEMA and Land Care. Travel and working in other remote areas in Northern Cape would be expected from the successful candidate.
<u>ENQUIRIES</u>	:	Mr WJJ De Bruyn at 083 292 0386
<u>POST 27/213</u>	:	<u>SECRETARY TO DIRECTOR: BIODIVERSITY MANAGEMENT REF NO: DAERL/04/08/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Kimberley
	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES NOTE</u>	:	Mr A. Abrahams at 072 395 7676
	:	Preference will be given to candidates within the respective districts.

<u>POST 27/214</u>	:	<u>SECRETARY TO DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: DAERL/04/9/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's Licence will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Mr. O.T. Gaorelwe at 066 470 4334
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/215</u>	:	<u>SECRETARY TO DIRECTOR: ENVIRONMENTAL QUALITY MANAGEMENT REF NO: DAERL/04/10/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial / receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect

		and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Mr. B. Fisher at 082 463 0224
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/216</u>	:	<u>SECRETARY TO DIRECTOR: AGRICULTURAL PRODUCER SUPPORT</u> <u>REF NO: DAERL/04/11/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Taking minutes in meetings and minute writing. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Ms. L. Senosi at 082 559 6648
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/217</u>	:	<u>SECRETARY TO DIRECTOR: VETERINARY SERVICES REF NO: DAERL/04/12/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior Certificate with at least 2 years' experience working as a secretary; Knowledge of procedures and process applied in office management; must be computer literate (Ms Word, power point, excel, Ms Outlook and the use of internet), Communication skills (verbal and written) and the ability to communicate well with persons at different levels and from different backgrounds; Ability to perform under pressure. General office administration, document and file management. Willingness to occasionally work after hours when required. Ability to organize/prioritize tasks and effectively manage time. Knowledge of departmental policies and procedures. A Valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Render a secretarial/ receptionist support service to the Senior Manager; Receive and screen telephone calls for the Senior Manager; Manage the diary of the Senior Manager and prioritize appointments if necessary; Plan, organize, co-ordinate and manage documentation flow in the office of the Senior

		Manager; Perform advanced typing work; Operate and ensure that office equipment, e.g. fax machine and photocopier are in a good working order; Ensure that guests are received in such a way as to enhance the professional image of the Office. Provide logistical support to the Senior Manager and/ or the component (travel, accommodation and processing of claims); Arrange meetings, workshops and events for the Senior Manager and other staff in the Unit, identify venues, invite role players, organize refreshments and ensure that all relevant documentation is available; Prepare agendas and record minutes of meetings of the manager and the Unit; Draft letters, memorandums and compile reports. Do filing of documents; Administer leave registers; Collect and/or co-ordinate information for the Senior Manager, as required, peruse agendas and meeting documents to identify relevant documentation that need to be available to the manager for the meeting. Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Dr. M Letsie at 083 291 9974
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/218</u>	:	<u>SENIOR FIELD RANGER REF NO: DAERL/04/13/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Goegap Nature Reserve
<u>REQUIREMENTS</u>	:	A grade 12 Certificate with proven 3 years' experience in a Field Ranger environment and a Code EB driver's license are the minimum requirements for appointment. Computer literacy will be an added advantage. After appointment the EMI course must be completed with designation as a Grade 5 EMI official.
<u>DUTIES</u>	:	Assist with the protection of the Reserve and its natural environment resources (Plan and conduct nature conservation patrols; Inspect and repair boundary fence; Warn visitors on unauthorized actions within the reserves and report non-compliance; and assist with fire management services, maintain the fire belts along fences and facilities, conduct block burns); Assist with monitoring of ecological processes, habitats and biodiversity in the reserves; (Gather biological and ecological data, Report on areas for rehabilitation; and monitor rehabilitation areas) Assist with the monitoring and control of recreational facilities (Control and monitoring of recreational activities; and maintenance of recreational facilities); Communicate with visitors to promote the value and use of the reserve (Plan and execute educational programmes, arrange the necessary equipment for and conduct presentation); Perform all administrative and related function which would include the following (Perform all administrative duties emanating from field ranger responsibilities, issuance of permits, writing of reports)
<u>ENQUIRIES</u>	:	Mr. T. Mathebula at 082 308 4371
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/219</u>	:	<u>CLEANER: AGRICULTURAL PRODUCER SUPPORT REF NO: DAERL/04/14/26</u> Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Kuruman (Mothibistad)
<u>REQUIREMENTS</u>	:	Applicants must be self-motivated and well-organized individual, and no formal qualifications are required. Basic Literacy and communication skills will be an added advantage in the filling of this post. Previous cleaning experience will be an advantage; Ability to work independently and as part of a team; Good time management and attention to detail; Trustworthy, punctual, and professional.
<u>DUTIES</u>	:	Cleaning offices, corridors, restrooms, and common areas; Sweeping, mopping, vacuuming, and dusting surfaces; Emptying bins and ensuring proper waste disposal; Maintaining cleaning equipment and supplies; Reporting any maintenance or safety issues; Operate additional function when required.
<u>ENQUIRIES</u>	:	Mr. Jr. Kalakgosi at 082 734 4687
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.

<u>POST 27/220</u>	:	<u>CLEANER: AGRICULTURAL PRODUCER SUPPORT REF NO: DAERL/04/15/26</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Upington
<u>REQUIREMENTS</u>	:	Applicants must be self-motivated and well-organized individual, and no formal qualifications are required. Basic Literacy and communication skills will be an added advantage in the filling of this post. Previous cleaning experience will be an advantage; Ability to work independently and as part of a team; Good time management and attention to detail; Trustworthy, punctual, and professional.
<u>DUTIES</u>	:	Cleaning offices, corridors, restrooms, and common areas; Sweeping, mopping, vacuuming, and dusting surfaces; Emptying bins and ensuring proper waste disposal; Maintaining cleaning equipment and supplies; Reporting any maintenance or safety issues; Operate additional function when required.
<u>ENQUIRIES</u>	:	Dr. A. Majaja at 082 560 8455
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/221</u>	:	<u>GENERAL ASSISTANT REF NO: DAERL/04/16/26</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Goegap Nature Reserve
<u>REQUIREMENTS</u>	:	A grade 10 Certificate; with code 10 driver's license. Candidate to be physically fit and able to work in extreme working conditions (heat, cold, in the veld with limited or no communication); must be able to function well in a team and execute orders.
<u>DUTIES</u>	:	Perform physical maintenance of roads, fences, hiking trails and reserve vehicles; Perform physical maintenance of Goegap Nature Reserve building infrastructure and visitor facilities; Perform physical routine maintenance on Goegap Nature Reserve's operational equipment and reserve vehicles; Provide physical assistance in the management of the ecology of the Goegap Nature Reserve; perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. T. Mathebula at 082 308 4371
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/222</u>	:	<u>GATE GUARD REF NO: DAERL/04/17/26</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Rolfontein Nature Reserve
<u>REQUIREMENTS</u>	:	A grade 10 Certificate with some proven experience in tourism and/ or security management. A valid Code E driver's license. The incumbent must be comfortable to work a revised schedule.
<u>DUTIES</u>	:	The candidate will provide a supporting role to the management to the reserve by: Receive and interact with visitors to the Rolfontein Nature Reserve; Provide public interaction and convey information about the reserve; Receipt and handling of revenue at Rolfontein Nature Reserve; Collection and control of revenue at entrance gate; Maintain of Rolfontein Nature Reserve building infrastructure; Provide assistance to Rolfontein Nature Reserve maintenance team in the maintenance of roads, hiking trails and reserve structure; Provide manual labour, maintenance of reserve infrastructure; Provide assistance with rehabilitation and landscaping programmes; Perform all administrative and related functions; Attend meetings; Attend training courses; Keep up to date with general labour related issues; Complete and maintain tourist information profiles and relevant reports.
<u>ENQUIRIES</u>	:	Mr. T. Mathebula at 082 308 4371
<u>NOTE</u>	:	Preference will be given to candidates within the respective districts.
<u>POST 27/223</u>	:	<u>GENERAL ASSISTANT: CORPORATE SERVICES REF NO: DAERL/04/18/26 (X2 POSTS)</u>
		Re-advertisement, previous applicants are encouraged to apply again.
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Kimberley

- REQUIREMENTS** : Grade 10 or equivalent qualification; Previous experience in a similar role will be an advantage; Good physical health and ability to perform manual tasks; Basic understanding of office procedures; Ability to follow instructions and work independently; Good communication and teamwork skills.
- DUTIES** : Perform general cleaning and maintenance of the yard and surrounding areas; Assist with loading, unloading, and organizing materials and equipment; Carry out basic gardening and upkeep duties; Provide support with office tasks such as filing, photocopying, and document distribution; Assist with moving office furniture and equipment when required; Ensure tools and equipment are properly stored and maintained; Follow health and safety regulations at all times
- ENQUIRIES** : Ms. L. Phayane at 067 166 2580
- NOTE** : Preference will be given to candidates within the respective districts. Preference will be given to males.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

APPLICATIONS

- : **(Hand Delivery): All posts attached to Provincial Office:** should be addressed to: The Director: Human Capital Management. Department of Social Development hand delivered to Ground Floor, Provident House Building, University Drive, Mmabatho, 2735. For attention: Mr L Segole. The E-mailed applications will be accepted or considered.
- All posts attached to Dr Ruth Segomotsi Mompoti District:** should be addressed to: The District Director: Dr Ruth Segomotsi Mompoti. Department of Social Development, hand delivered to: Dr RSM District Office, Corner North & Molopo Street, Vryburg. For attention: Ms R Melore. The E-mailed applications will be accepted or considered.
- All posts attached to Ngaka Modiri Molema District:** should be addressed to: The District Director: Ngaka Modiri Molema. Department of Social Development, hand delivered to: Ngaka Modiri Molema District Office, Corner Nelson Mandela Drive & Martin Street, Mahikeng. For attention: Mr. BR Mogorosi. The E-mailed applications will be accepted or considered.
- All posts attached to DR Kenneth Kaunda District:** should be addressed to: The District Director: Dr Kenneth Kaunda, Department of Social Development, hand delivered 91 OR Tambo street Klerksdorp Cnr Johanna Van Der Merwe Street. For Attention: Ms N Tamele. The E-mailed applications will be accepted or considered.
- All posts attached to Bojanala District:** should be addressed to: The District Director: Bojanala District, Department of Social Development, hand delivered at Office number 12, Kgwebo Drive, Mabe Office Park, Rustenburg. For Attention: Ms NB. Modise. The E-mailed applications will be accepted or considered.

CLOSING DATE
NOTE

- : 17 August 2026 15H30
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae via e-mail or hand delivery. On the subject line of your e-mail, indicate the correct name of the post and the reference number include the department, also use the correct e-mail. All attachments for online submission must include the Z83 form and updated Curriculum Vitae only be in PDF Format, also as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, part of declaration must be signed, dated and initialed only on the first page. The Form is obtainable at any Public Service Departments and DPSA Website, www.dpsa.gov.za. Part A the applicant(s) must indicate the correct advertised Post name and Centre, Reference number. The Z83 Form must be accompanied by a recently updated Curriculum Vitae with full personal details, qualifications current and previous experience must be listed in date's order, with relevant requirements of the post including three (3) names of contactable referees. Part B, C and D applicant must provide sufficient information relevant to the post applying for. Parts B, C and E fields for date of birth, work permit, business interest and preferred language, current study can be left blank, mark them as not relevant, and uses dashes or N/A if they don't apply to you. Part E, F and G may not be fill if your CV already has the updated information. Applicant can skip experience section, but Part F is compulsory to be completed if you are seeking re-employment into the Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. NB: 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>. 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. NB: 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. Applications received after the closing date will, as a rule will not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant(s) previous background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks, which include criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The successful candidate will enter into an annual performance agreement. The candidate annually will be requested to disclose his/her financial interest. The Department reserves the right not to make appointment. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short listed candidates only. If you have not heard from us within six (3) months after the closing date, please accept that your application has been unsuccessful. Applications can be submitted by hand delivery during office hours. NB: Regrettably due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates.

MANAGEMENT ECHELON

<u>POST 27/224</u>	:	<u>CHIEF DIRECTOR DISTRICTS AND INSTITUTIONAL SUPPORT</u> <u>MANAGEMENT REF NO: SD/1/1/26/E</u> Chief Directorate: Districts and Institutional Support Management
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mahikeng)
	:	Grade 12 Certificate. Bachelor's Degree (NQF Level 7) as recognised by SAQA in Management / Public Administration / Social Science / Public Management/Project Management. A minimum of 5 years' experience at a senior managerial level or equivalent to SMS level from other sectors. A valid driver's license. Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government). Knowledge: Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. PFMA. Public Service Act and Regulations, Policy Formulation, Project Management, Labour Relations Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.
<u>DUTIES</u>	:	Provide strategic leadership and management to the following programmes: District Coordination (district offices, service points, sub-offices) Institution Management (institutions and facilities). Manage and facilitate the implementation of Corporate Services. Manage and facilitate the implementation of Finance Administration and Management. Manage and facilitate the implementation of Social Welfare Services. Manage and facilitate the implementation of Specialist Social Services. Manage and facilitate the implementation of Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MP Mhlongo- Kgaboesele Tel No: (018) 388 2043/1668 E-Mail: SDRecruitmentPO@nwpg.gov.za

<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment.
<u>POST 27/225</u>	:	<u>DIRECTOR: SPECIAL NEEDS REF NO: SD/1/12/26/E</u> Chief Directorate: Integrated Social Welfare
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Bachelor's Degree (NQF Level 7) as recognised by SAQA in Social Work. 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. Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government). Knowledge: Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. PFMA. Public Service Act and Regulations, Policy Formulation, Project Management, Labour Relations Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.
<u>DUTIES</u>	:	Provide strategic leadership and management to the following programmes: District Coordination (district offices, service points, sub-offices) Institution Management (institutions and facilities). Manage and facilitate the implementation of Corporate Services. Manage and facilitate the implementation of Finance, Administration, and Management. Manage and facilitate the implementation of Social Welfare Services. Manage and facilitate the implementation of Specialist Social Services. Manage and facilitate the implementation of Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations.
<u>ENQUIRIES</u>	:	Ms MP Mhlongo-Kgaboesele Tel No: (018) 388 2043/1668
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpq.gov.za
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment

OTHER POSTS

<u>POST 27/226</u>	:	<u>SERVICE POINT MANAGER REF NO: SD/ 1/4/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Kenneth Kaunda Districts and Dr Ruth Segomotsi Mompoti Districts
<u>SALARY</u>	:	R1 101 468 per annum
<u>CENTRE</u>	:	Kagisano Molopo (Dr Ruth Segomotsi Mompoti) (X2 Posts) Maquassi Hills Service Points (Dr Kenneth Kaunda) (X2 Posts)
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate. Bachelor's degree Social Work / Honours Degree/Post Grad Diploma (NQF 7/8) Social Sciences/ Public Administration / Public Management qualifications as recognised by SAQA. A minimum 5 – 10 years relevant experience of which 3 must be at Junior Management. Registration with the SACCP council will be added as advantage. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Provide Social Work and Community Development Services within the Service Points through the promotion of social change, problem solving in human relations and with the care, support, protection and development of vulnerable individual, groups, families and communities through relevant programmes in

partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development service through the efficient, economical and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis and profiling are undertaken to determine interventions in the defined areas. Ensure control of quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff in the service point. Manage provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational plan and services delivery improvement plan within public service framework. Ensure Performance management, people empowerment and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.

<u>ENQUIRIES</u>	:	Mr K Kgobe at 060 954 5997 (Dr KK District)
<u>APPLICATIONS</u>	:	Mr M Madienyane Tel No: (053) 928 0116 (Dr RSM District) E-mail: SDRecruitmentKK@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/227</u>	:	<u>SOCIAL WORK MANAGER GRADE 1 REF NO: SD /1/3/26/E</u> Chief Directorate: District Coordination and Institutional Support Management
<u>SALARY</u>	:	R1 009 512 per annum, (an all-inclusive remuneration package), (salary will be in accordance with OSD determination)
<u>CENTRE REQUIREMENTS</u>	:	Dr Ruth Segomotsi Mompoti District Office Grade 12. Bachelor's Degree in Social Work (NQF Level 7). A minimum of 10 years' recognizable experience in Social Worker. Registration with the SACSSP Council. Computer literacy. A valid driver's license. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.
<u>DUTIES</u>	:	Ensure that Social Work Service is provided through the promotion of Social Change, problem solving in human relationships and empowerment of people to enhance wellbeing. Facilitate the development and planning of Programmes and Interventions to render Social Work Services through the efficient, economical and effective use of resources. Manage Social Work unit to ensure efficient and effective social work service is delivered through utilization of resources (human, finance and equipment) in accordance with relevant directives and legislation. Provide integrated social work services within the defined areas regarding care, protection and development of vulnerable groups in partnership and collaboration with relevant stakeholders Health, Correctional Services, South African Police Services and other departments. Evaluate and Monitor compliance to policies, and transversal social work services norms and standards, South African Council for Social Service Professions (SACSSP) and other relevant legislating policies and procedures. Keep up to date new developments in the Social Work and Management fields and continuous professional development through inter-sectoral collaboration and stakeholder management and ensure that the department contributes to integrated services delivery.
<u>ENQUIRIES</u>	:	Mr M Madienyane Tel No: (053) 928 0111 (Dr RSM District)
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/228</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND CORDINATION</u> <u>REF NO: SD/1/5/26/E</u> Directorate: Mec Support
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mahikeng) Grade 12 Certificate. Diploma (NQFL 6) or Bachelor's Degree / Advanced Diploma (NQF L 7) as recognised by SAQA in Public Administration / Public Management. 3 – 5 years proven experience in the field, of which 3 years must

be Assistant Director level. A valid driver's license. Experience in rendering service in the Executive Authority's Office environment will be an added advantage. Competence: Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of Public Service Regulations. Skills: Computer Literacy (MS Word, Excel, PowerPoint), Problem Solving, Analytical skills, Good Communication skills (written and verbal), Interpersonal Skills, Presentation Skills, Report Writing skills, Conflict resolution skills. Good planning and organizing skills. Ability to work under pressure. Knowledge: Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Coordinate the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render an executive council support service to the executive authority.

ENQUIRIES : Mr. TE Chaane Tel No: (018) 388 5188
APPLICATIONS : Mail: SDRecruitmentPO@nwpg.gov.za

POST 27/229 : **DEPUTY DIRECTOR: YOUTH DEVELOPMENT REF NO: SD/1/6/26/E**
 Chief Directorate: Community Development

SALARY : R932 292 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Grade 12 Certificate. Advanced Diploma / Bachelor's Degree (NQF Level 7) as recognised by SAQA in Youth Development/ Community Development / Public Administration / Public Management. 3 – 5 years proven experience in the field, of which 3 years must be Assistant Director level. A valid driver's license. Knowledge: Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.

DUTIES : Develop and manage youth development and empowerment strategies and programmes. Monitor the implementation of special programmes for youth development. Provide project management support to youth organisations. Facilitate the transformation of residential care services. Manage the youth development budget, as well as human and other resources.

ENQUIRIES : Adv SA Dikole Tel No: (018) 388 2989/ 5092
APPLICATIONS : Mail: SDRecruitmentPO@nwpg.gov.za

<u>POST 27/230</u>	:	<u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 REF NO: SD/1/7/26/E (X2 POSTS)</u> Chief Directorate: District Coordination and Institutional Support Management Directorate: Bojanala and Dr Kenneth Kaunda Districts
<u>SALARY CENTRE</u>	:	R626 454 per annum, (salary will be in accordance with OSD determination) Moretele (Bojanala) Maquassi Hills Service Points (Dr Kenneth Kaunda)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Community Development/ Developmental Studies or Social Science. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organising; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilisation of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilisation systems.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms A Nel Tel No: 066 095 1508
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/231</u>	:	<u>OPERATIONAL NURSING MANAGER NURSING (GENERAL NURSING) GRADE 1 REF NO: SD/1/8/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points
<u>SALARY CENTRE</u>	:	R571 161 per annum, (salary will be in accordance with OSD determination) Sonop Old Age Home
<u>REQUIREMENTS</u>	:	Basic qualification (i.e. Diploma/Degree in nursing). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Valid driver's license. Competencies: Report writing, Planning and organising skills, time management, good communication and interpersonal skills, computer literacy, teamwork and collaboration skills. Work ethics.
<u>DUTIES</u>	:	Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager.
<u>ENQUIRIES</u>	:	Ms A Nhlapo Tel No: (012) 256 6637/38
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>POST 27/232</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SD/1/9/26/E (X5 POSTS)</u> Chief Directorate: Districts And Institutional Support Management Directorate: Districts and Service Points
<u>SALARY</u>	:	R496 668 per annum, (salary will be in accordance with OSD determination)

<u>CENTRE</u>	:	Mahikeng (Ngaka Modiri Molema District) (X1 Post) Rustenburg (Bojanala District) (X1 Post) Moretele (Bojanala Districts) (X3 Posts)
<u>REQUIREMENTS</u>	:	A bachelor's degree in social work. Registration with the South African Council for Social Service Professions as Social Worker and proof of registration of annual fees for current cycle. A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP. A valid driver's license.
<u>DUTIES</u>	:	To ensure that a social work service with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRES</u>	:	Ms B Sytyi Tel No: (018) 388 2916/2924 Enquiries: Dr M Motshedi at 060 954 9878
<u>APPLICATIONS</u>	:	E- Mail: SDRecruitmentNMM@nwpg.gov.za E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>POST 27/233</u>	:	<u>ASSISTANT DIRECTOR INTERNAL CONTROL AND COMPLIANCE REF NO: SD/1/11/26/E</u> Chief Directorate: Financial Management and Administration Directorate: Internal Control
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma / Bachelor's Degree (NQF 6/7) in Commence (Major with Auditing and Accounting) / Internal Auditing. Three 3-5 years' relevant experience, of which 3 years must be at supervisory level. Valid driver' licence. Knowledge: Knowledge of Risk Management, Internal Control strategies /frameworks/ policies. Knowledge of the SCM Framework and Financial systems. Knowledge and understanding of PFMA, PPPFA, Treasury Regulations, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organising skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit plans. Coordinate and maintain the efficient and effective controls and achieving the objectives of the department. Engage in continuous professional development activities relevant as required or prescribed by new developments in the internal audit environment. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Management of irregular, fruitless and wasteful expenditure. Conduct monitoring and capacity building on NPO funded projects Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Manage staff and resources.
<u>ENQUIRIES</u>	:	Ms S Isake Tel No: (018) 388 1641/2480
<u>APPLICATIONS</u>	:	E-Mail address: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/234</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/1/12/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompoti District Office
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Office
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma or bachelor's degree (NQF 6/7) in Human Resource Management / Human Resource Management and Industrial Psychology. A minimum of 3-5 years' experience in human resource management, of which 3 years must be at supervisory level. A valid driver's license. Computer literacy, presentation skills, planning and organising, and communication skills. Sound and in-depth knowledge of relevant prescripts as

well as understanding of legislative framework governing the public service, e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act, etc. Be able to interpret Policies, Knowledge of PERSAL system. Competencies: an understanding of administrative polices, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills.

DUTIES : Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Oversee implementation of conditions of service, recruitment and selection, labour relations, and employee wellness programmes in the district. Manage Human, Financial, and other resources. Perform any other duties as directed.

ENQUIRES APPLICATIONS : Mr M Madienyane Tel No: (053) 928 0111- Dr RSM District
: E-mail: SDRecruitmentRSM@nwpg.gov.za

POST 27/235 : **ASSISTANT DIRECTOR: EPMDS REF NO: SD/1/13/26/E**
Chief Directorate: Corporate Services
Directorate: Human Capital Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12. National Diploma or Bachelor's Degree (NQF 6/7) in Human Resource Management / Human Resource Management and Industrial Psychology. A minimum of 3-5 years' experience in human resource management, of which 3 years must be at supervisory level. A valid driver's license. Computer literacy, presentation skills, planning and organising, and communication skills. Sound and in-depth knowledge of relevant prescripts as well as understanding of legislative framework governing the public service e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act etc. Be able to interpret Policies, Knowledge of PERSAL system. Competencies: an understanding of administrative polices, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills.

DUTIES : Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Facilitate submission of Performance Agreements, Work Plans, Mid-Year, Final Assessment and Probation. Monitor compliance of EPMDS, Support and advice training unit. Manage the of PMDS Policy. Supervise Staff.

ENQUIRIES APPLICATIONS : Ms P Mathe Tel No: (018) 388 5684
: E-mail: SDRecruitmentPO@nwpg.gov.za

POST 27/236 : **ASSISTANT DIRECTOR POPULATION POLICY PROMOTION REF NO: SD/1/14/26/E**
Chief Directorate: Community Development
Directorate: Population Development

SALARY : R487 197 per annum
CENTRE : Provincial Office
REQUIREMENTS : Grade 12. Bachelor's degree (NQF 7) in Population Studies/ or Social Science or Statistics. 3 - 5 years' experience within the field, of which 3 years must be at supervisory level. Sound knowledge of demographic research. Competencies: Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills Willingness to travel. The ability to work under pressure. A valid driver's license.

<u>DUTIES</u>	:	Develop, implement, monitor and evaluate population policy, strategies and programmes. Conduct demographic research in consultation with relevant stakeholders. Develop and design capacity-building programmes for the Directorate and government departments to implement the population policy. Facilitate the integration of population factors into the planning processes. Provide advocacy and information, education and communication activities to support population and development programme.
<u>ENQUIRIES</u>	:	Dr KV Rampagane Tel No: (018) 388 5092
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/237</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: SD/1/15/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala District
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	District Office
<u>REQUIREMENTS</u>	:	A National Diploma / B.Tech / Bachelor's degree (NQF 6/7) in Information Management / Information Science / Information Technology with statistical background. Knowledge of and experience in the utilisation of statistical software packages. At least 3 - 5 years' experience in an information management environment, of which 3 years must have been at supervisory level. Competencies: Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills Willingness to travel. The ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Develop and implement the district's Information Management Operational Plan. Monitor and evaluate district performance information against set targets. Capture, analyse and collate data and information from service points and programmes. Produce district quarterly and annual reports. Coordinate and facilitate training pertaining to information management. Provide support to the service point and institution data capturers. Conduct quarterly quality data audits in the public service point. Ensure smooth implementation of the Social Development Information Management System and NISIS, and Performance Information Management System. Manage the information management budget, as well as human and other resources.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>POST 27/238</u>	:	<u>SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION TREATMENT AND REHABILITATION REF NO: SD/1/16/26/E</u> Directorate: Substance Abuse Prevention Treatment and Rehabilitation
<u>SALARY</u>	:	R471 330 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's degree in social work. A minimum of eight years appropriate experience in Social Work after registration as a social worker with SACSSP. Knowledge in the field of Disability. Knowledge OF Social Development System, Public Financial Management Act, relevant financial management policies and practices and other relevant policies and legislation. Valid driver's license. Competencies: Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills Willingness to travel. The ability to work under pressure.
<u>DUTIES</u>	:	Assist in the development of responsive programmes and policies to Persons with Disabilities. Facilitate programme implementation. Facilitate funding of organisations and centres. Monitor compliance to legislative prescripts and norms and standards. Facilitate transformation of services to persons with disabilities. Facilitate integration of services to Persons with Disabilities. Evaluate and monitor performance and appraisal of employees.
<u>ENQUIRIES</u>	:	Ms J Didimalang Tel No: (018) 3881651
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za

<u>POST 27/239</u>	:	<u>SENIOR OD PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: SD/1/18/26/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in Management Services / Production Management / Operations management / Human Resource Management and Industrial Psychology. 2 – 3 years of experience within Organisational Development field. A valid driver's license. Job Evaluation Analysis Certificate will be an added advantage Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. Job Evaluation, Work Study investigations, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. knowledge and understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Conduct Job Evaluation process and present the job to JE Quality Assurance and Moderation Committees. Assist with the development of Job Descriptions and ensure submission. Participate and assist with development of the Organizational Structure. Assist with the development of Standard Operating Procedures. Conduct workshops on Job Evaluation, Job Description, Standard Operating Procedures. Conduct business process mapping for various components.
<u>ENQUIRIES</u>	:	Mr. I Mokoena Tel No: (018) 388 2257/4977
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/240</u>	:	<u>SENIOR ADMIN OFFICER: CONDITIONS OF SERVICE REF NO: SD/1/19/26/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. Diploma or Degree (NQF 6/7) in Human Resource Management / Industrial Psychology / Public Administration. A minimum of 2-3 years' experience in the relevant field of which 1 years must be at supervisory. Experience in and in- depth knowledge of the PERSAL system. A valid driver's license. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. PERSAL, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Ensure effective implementation of policies and procedure manuals relevant to conditions of service and Service Benefits. Render support conditions of services and conduct training on the latest developments regarding service benefits and policies. Manage leave of absence and termination of services. Management of overtime compensatory practices. Ensure data integrity on information management systems (PERSAL) Management of PILIR. Ensure effective implementation of COIDA. Administer and ensure timeous payment of allowance and service benefits to eligible officials. Pension Administration remuneration and compensatory practices. Supervise the activities of the subordinates.

<u>ENQUIRIES</u>	:	MS PP Setsiba Tel No: (018) 388 2020
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/241</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS REF NO: SD/1/20/26/E</u> Chief Directorate: Financial Administration and Management Directorate: Supply Chain Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. Diploma or Degree (NQF 6/7) in Logistics Management / Financial Management / Supply Chain Management. A minimum of 2-3 years' experience in the relevant field of which 1 years must be at supervisory. A valid driver's license. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Understanding of corporate services management in public service, Batho Pele Principles. Supply Chain Management processes. Logistics. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Render authorisation of purchase orders. Check the correctness of ACK allocated. Print purchase orders. Compile statistics of approved, changed and closed orders, Compilation of monthly reports. Participate during stocktaking of the institutions for inventory. Supervise Staff.
<u>ENQUIRIES</u>	:	Mr. B Kadi Tel No: (018) 388 1999
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/242</u>	:	<u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE REF NO: SD/1/21/26/E</u> Chief Directorate: Corporate Services Directorate: Infrastructure Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in any of the following built environment disciplines (Architecture, Quantity Surveying, Civil /Structural Engineering or Electrical / Mechanical Engineering). 2 – 3 years relevant experience. A valid driver's license. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Records Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Render an inspection service of work done on new projects (both maintenance and capital projects) and existing structures. Compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme, the Framework for Infrastructure Delivery and Procurement Management (FIDPM). Manage the departmental leased office accommodation portfolio and ensure, that leased buildings are OHS compliant through monitoring systems agreed with landlords. Supervise the performance and conduct of subordinates.
<u>ENQUIRIES</u>	:	Mr O Kgobokoe Tel No: (018) 388 2416/2470
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za

<u>POST 27/243</u>	:	<u>SENIOR ADMIN OFFICER: TRANSPORT REF NO: SD/1/22/26/E</u> Chief Directorate: Corporate Services Directorate: Support Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Three years Degree or National Diploma in Transport Economics, Logistics Management or Public Administration. 3 – 5 years relevant experience in Government Fleet Management within the Public Service of which 1 year must be at a supervisory level. Good communication and interpersonal relations. Good knowledge of Transport Legislation, Policies, and procedures. Computer literacy. A valid driver's license. Advanced driving will be an added advantage. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Records Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Management of government fleet in line with Policy Provisions. Analysis and ensure timely submission of monthly VMS reports. Provision of reports (accident, renewal of disks, losses, service). Implement asset management procedures and ensure compliance. Conduct routine inspections to ensure compliance. Ensure compliance to Transport policies, procedures, prescripts and applicable legislation. Implement control measures to identify and prevent irregular, fruitless and wasteful expenditure. Management of personnel.
<u>ENQUIRIES</u>	:	Mr ASS Moche at 060 955 0001
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/244</u>	:	<u>CHIEF NETWORK CONTROLLER REF NO: SD/1/23/26/E (X1 POST)</u> Chief Directorate: Corporate Services Directorate: Support Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. National Diploma/bachelor's degree (NQF 6/7) in Information Technology/Information Technology Management/Computer Engineering/Computer Science as recognised by SAQA with 2-3 years' experience in the field. A valid driver's license. Knowledge: Knowledge of government policies and prescripts, public service regularity framework. Knowledge of IT service management (ITSM) and performance monitoring tools. Knowledge of Microsoft Azure cloud services, networking, and security. Server and network administration (Windows Server, Active Directory, DNS, DHCP). (Competencies) Service delivery innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, communication skills, Teamwork. Knowledge and understanding of corporate services management in public service, Batho Pele Principles. Honesty and integrity, knowledge management, Computer networking network infrastructure support. Procedure and processes for computer setup, configurations and upgrade. Hardware and software peripherals.
<u>DUTIES</u>	:	Facilitate the installation and maintenance of all ICT communication systems, networks and cloud infrastructure. Configure network devices. LAN and WAN support. Monitor the desktop support and trainings. Monitor network performance. (Install and test Microsoft packages). (Perform user administration in departmental systems). Maintain uptime of LAN AND WAN link. Facilitate and maintain ICT Infrastructure, Implement ICT Security policies and ICT continuity plans. Store and backup all Departmental data. Maintain the availability of user data. Configure ICT as per standards. (Maintain ICT service and assets register). (Maintain IT security and cybersecurity infrastructure. Implement IT security policies on the safekeeping and storage of data). (Conduct IT security reviews and IT Risk assessments). (Facilitate and

		maintain ICT services and ICT assets) Maintain ICT service charter. Maintain user access rights and user access reviews. manage the allocated resources of the sub-directorate. Facilitate coaching, mentorship, training and development of employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Tuabeng at 060 954 6857 E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/245</u>	:	<u>LEGAL ADMIN OFFICER MR-4: REF NO: SD/1/10/26/E</u> Chief Directorate: Corporate Services.
<u>SALARY</u>	:	R403 929 – R461 838 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office An LLB degree. 5 years' postgraduate legal experience .Sound knowledge of the law .An understanding of Batho Pele principles .Knowledge of the Public Service Act, Public Service Regulations and PFMA .Knowledge of and experience in Public Service legislation .Computer literacy .Excellent communication skills (both verbal and written) .Accuracy and attention to detail .Problem-solving, report-writing and time management skills .The ability to make presentations .Good interpersonal and inter-cultural relations .The ability to liaise with senior officials .The ability to draft contracts or any other legal instruments. A valid driver's licence. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.
<u>DUTIES</u>	:	Provide legal opinion in respect of the mandate of the Department. Coordinate the implementation of new legislation with provincial stakeholders. Draft legal documentation and reports for and give advice to Senior Management on a variety of legal matters. Respond to petitions, representations and complaints from civil society and other Government departments.
<u>ENQUIRES APPLICATIONS</u>	:	Adv TJ Ntuane Tel No: (018) 388 2010/4014 E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/246</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE 1 REF NO: SD/1/17/26/E (X2 POSTS)</u> Poverty Eradication and Sustainable Livelihoods Women Development Chief Directorate: Community Development
<u>SALARY</u>	:	R403 635 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office A Bachelor's Degree (NQF 7) Qualification in Developmental Studies, Community Development or Social Sciences. A minimum of 8 years recognizable experience in Community Development after obtaining the required qualification. A valid driver's license. Competencies Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. Organizing, planning, communication and presentations skills. Experience in coordination and integration services.
<u>DUTIES</u>	:	Review, develop, interpret, apply, provide guidance, analyse impact of community development policies. Liaise and interact with various Community Development Policies. Liaise and interact with various community development structures to facilitate collaboration and establish partnerships to ensure sustainability of development actions within the community. Conduct research relating to community development work. Managing Community Development projects. Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery areas. Coordinates and manage community development service delivery areas to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms M Gaegane Tel No: (018) 3882989/ 5092

<u>APPLICATIONS</u>	:	Enquiries: Ms B Madimabe Tel No: (018) 3882989/ 5092 E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/247</u>	:	<u>SOCIAL WORKER GRADE 1 REF NO: SD/1/24/26/E (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points
<u>SALARY CENTRE</u>	:	R338 208 per annum, (salary will be in accordance with OSD determination) JB Marks (Dr KK) (X2 Posts) Matlosana (Dr KK) (X1 Post) Lekwa Teemane (Dr RSM) (X2 Posts) Moses Kotane Service Point (Bojanala) (X1 Post) Moretele (Bojanala) (X1 Post) Tswaing (NMM) (X1 Post) Ditsobotla (NMM) (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12. Bachelor of Social Work that allows professional registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Computer literacy. A valid driver's license. The following knowledge and skills are required for appointment: Understanding social dynamics, human behaviour and social systems. Social Intervention and empowerment. Social support. Protecting vulnerable individuals. Understanding Social Work legislation. Communication (written and verbal). Teamwork and collaboration. Planning and organising. Diversity Management. Understanding social work values and principles. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organising; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. To provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant Interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups and families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further amended interventions to address the identified conditions.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms A Nel at 066 095 1508 Ms B Sytyi Tel No: (018) 388 2916/2924 Mr M Madienyane Tel No: (053) 928 0111
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za E- Mail: SDRecruitmentNMM@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/248</u>	:	<u>PERSONAL ASSISTANT REF NO: SD/1/25/26/E (X4 POSTS)</u> Chief Directorate: HOD Support, CFO, Corporate Services and Social Services
<u>SALARY CENTRE</u>	:	R338 106 per annum Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. Diploma (NQF 6) in Management Assistant. 3 to 5 years' experience in rendering a support service to senior manager. Valid Driver's License. Competencies: Organizing, time management, communication, and report writing skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support services to the chief director. Render administration support services. Manage the Chief Director's travel arrangements and handle all correspondence. Provide support to the manager during meetings. Support the Chief Directorate's office budget. Study the

		relevant public service departmental prescripts- policies and other documents and ensure that an application thereof is applied properly.
<u>ENQUIRIES</u>	:	Ms K Nyoka Tel No: (018) 3882043/1688
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/249</u>	:	<u>GENERAL ADMIN CLERK SUPERVISOR REF NO: SD/1/26/26/E</u>
		Directorate: Restorative Services
		Sub-Programme: Substance Abuse, Prevention and Rehabilitation
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in Public Administration / Public Management / Administration. 2 -3 years relevant experience in administration, of which 1 year must be at supervisory level. Advance Computer Literacy will be an added advantage. Valid driver's Licence as it will be required to travel. Competencies: Willingness to work extended hours. Supervisory, analytical, good financial management skills computer literacy (Microsoft Office Package, Communication Verbal and Written at all levels, good interpersonal skills, Planning and organising skills, ability to work independently but also part of a team, ability to work under pressure, ability to gather and analyse information. Flexibility and reliability. Conflict management.
<u>DUTIES</u>	:	Render general admin support services. Provide Supply Chain support services within the component. Provide financial administration support services within the component.
<u>ENQUIRIES</u>	:	Ms J Didimalang Tel No: (018) 3881651
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/250</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK SUPERVISOR REF NO: SD/1/27/26/E</u>
		Directorate: Dr Kenneth Kaunda District Supply Chain Management
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Diploma / Bachelor's Degree (NQF 6/7) in Supply Chain Management / Logistics Management / Financial Management. 2 – 3 years relevant experience, of which 1 year must be at supervisory level. Knowledge: Client Orientation Customer Focus, Communication, Planning, Organising Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.
<u>ENQUIRIES</u>	:	Ms A Nel at 066 095 1508
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/251</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: SD/1/28/26/E (X5 POSTS)</u>
		Chief Directorate: Districts and Institutional Support Management
		Directorate: Bojanala and Dr Kenneth Kaunda Districts
<u>SALARY</u>	:	R337 359 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Sonop Old Age Home (Bojanala) (X2 Posts)
		JB Marks Treatment Centre (DR Kenneth Kaunda) (X3 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification (i.e. Diploma or Degree in Nursing) or recognisable experience in nursing after registration with the SANC as Professional Nurse. Applicant must be registered with South Africa Nursing Council. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. Be able to plan and organise own work and that of support personnel to ensure proper nursing care. Knowledge and understanding of public service regulatory frameworks. A valid driver's licence and computer literacy.

<u>DUTIES</u>	:	Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of a multidisciplinary team to ensure quality nursing care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provide emergency care and act as shift leader in unit and be available to work overtime and to be on standby. Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage and administer medication. Coordinate admissions and discharge planning. Ensure proper record-keeping. Ensure quality services delivery. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups.
<u>ENQUIRIES</u>	:	Ms AB Nhlapo at 066 072 6993 Enquiries: Ms DC Monyemore at 066 077 3190
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/252</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: SD/1/29/26/E (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points
<u>SALARY CENTRE</u>	:	R289 296 per annum, (salary will be in accordance with OSD determination)
	:	Kagisano Molopo (DR RSM) (X2 Posts) Mamusa (Dr RSM) (X1 Post) Kgetleng (Bojanala) (X1 Post) Madibeng (Bojanala) (X1 Post) Moretele (Bojanala) (X1 Post) Tswaing Service Point (NMM) (X2 Posts) Ratlou Service Point (NMM) (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12. A 3-year relevant qualification in Community Development / Development Studies or Social Science. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organising; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Implementation of legislation and policies to assist with interventions in wards where people interact with environments to promote self-empowerment. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Keep up to date with new developments in the Community Development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms B Sytyi Tel No: (018) 388 2916/2924 Mr M Madienyane Tel No: (053) 928 0111
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E- Mail: SDRecruitmentNMM@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/253</u>	:	<u>COMMUNICATIONS OFFICER REF NO: SD/1/31/26/E</u> Chief Directorate: Corporate Services Directorate: Media and Communication
<u>SALARY CENTRE</u>	:	R280 278 per annum
<u>REQUIREMENTS</u>	:	Provincial Office Grade 12. Diploma (NQF 6) in Communication / Marketing / Journalism /Public Relations / Media Studies. At least 1 – 2 years' experience in a corporate communication environment in the public service. Computer literacy, Photographic skills. A valid driver's license. Competencies: Honesty and

		integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Responsible for development of internal releases to update staff about internal developments i.e. news, transformation issues, conditions of service matters, etc. Distribution of internal circulars and memos through electronic and print channels. Regularly updating of notice boards and monitoring proper placement of notices. Develop creative communication initiatives to the interest all stakeholders including staff members on departmental matters. Assist with the production of internal departmental publications (e.g., newsletters, calendars, diaries, programmes, posters, print advertisement, etc). Responsible for internal corporate identity brand campaign and awareness. Monitor and report adherence to the department's corporate identity manual. Assist with branding and exhibitions. Coordinate and take part in all internal and external events. Update the website on a regular basis.
<u>ENQUIRIES</u>	:	Mr J Moche Tel No: (018) 388 1388
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/254</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR GRADE 1 REF NO: SD/1/30/26/E (X6 POSTS)</u> Chief Directorate: District and Institutional Support Management
<u>SALARY</u>	:	R265 755 per annum, (OSD package), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	JB Marks Treatment Center (X1 Post) Reamogetswe Child And Youth Care Center (X3 Posts) Khuseleka One Stop Center (X1 Post) Taung Old Age Home (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 and certificate in Child and Youth Care. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Experience in CYCC will be added advantage. Current registration with the SACSSP council as Child and Youth Care worker. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organising skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.
<u>DUTIES</u>	:	(JB Marks Treatment Centre service users, Reamogetswe: children, Khuseleka: survivors/victims Taung Old Age Home: Older Persons). Supervision of Care and Development: Ensures that children and youth in care facilities receive appropriate developmental, therapeutic, and life-space interventions to enhance their well-being and growth. Including monitoring of daily routines, developmental programs, and therapeutic activities. Ensure adequate supervision. Work within a multidisciplinary team to ensure the formulation and implementation of individual developmental plans Life-Space Supervision: Guide CYC workers, providing immediate feedback and support in real-time situations. Assess CYC workers performance, intervene when necessary, and model effective interactions with children and youth. Staff Mentoring and Coaching: Mentoring and coaching CYC workers, transmitting knowledge, skills, and professional attitudes. Provide guidance on handling complex situations, encourage reflective practice, and support professional development through performance appraisals and continuing professional development. Program Implementation and Administration: Oversee the planning and execution of programs tailored to the developmental needs of children and youth. Manage administrative tasks such as shift registers, incident reports, logbooks, and compliance with policies and procedures. Coordinate escorts and liaise with the Multidisciplinary Team. Ensuring Compliance and Advocacy: Ensure adherence to legislative and policy frameworks governing child and youth care centres. Promote children's rights, maintain quality control of services, and advocate for the needs of children and youth.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms A Nel at 066 095 1508 Mr M Madienyane Tel No: (053) 928 0111
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za

<u>POST 27/255</u>	:	<u>HCM PRODUCTION CLERK: APPOINTMENTS REF NO: SD/1/32/26/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate 0–1-year relevant experience. Practical PERSAL experience will serve as an advantage. Computer Literacy. A Valid driver's license. Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Assist in the administration of service termination timeously on PERSAL. Attending Human Resource related enquiries. Provide Human Resource technical support during shortlisting's and interviews.
<u>ENQUIRIES</u>	:	Ms MJ Molamu Tel No: (018) 3881552/2416
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/256</u>	:	<u>SCM CLERK PRODUCTION ACQUISITION MANAGEMENT REF NO: SD/1/33/26/E (X2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. 0–1-year relevant experience. Knowledge: Client Orientation Customer Focus, Communication, Planning, Organising Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.
<u>ENQUIRIES</u>	:	Ms Z Peters Tel No: (018) 388 1999
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/257</u>	:	<u>GENERAL ADMIN CLERK PRODUCTION – INFRASTRUCTURE REF NO: SD/1/34/26/E</u> Chief Directorate: Corporate Services Sub-Directorate: Infrastructure Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. 0 – 1-year relevant experience. Knowledge: Client Orientation Customer Focus, Communication, Planning, Organising Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. Kgobokoe Tel No: (018) 388 1625
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/258</u>	:	<u>SECRETARY REF NO: SD/1/35/26/E (X2 POSTS)</u> Chief Directorate: HOD Support, Financial Accounting
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. A qualification in Secretarial / Management Assistant / Office Management or administration will be an added advantage. Computer Literacy (Microsoft word, Excel, and PowerPoint). 0 – 1-year relevant experience in office administration. Competencies: Organising, time management, communication, and report writing skills. Ability to work under pressure.
<u>DUTIES</u>	:	Providing secretarial / receptionist support services to the director. Recording and managing correspondence. Render administration support services.

		Record incoming and outgoing documents and correspondence. Scheduling meetings and managing the director's diary. Provide logistical arrangements for meetings, workshops. Scrutinise submissions and reports to ensure compliance with basic standards. Manage client's enquiries/complaints. Managing incoming and outgoing telephone calls.
<u>ENQUIRIES</u>	:	MS K Nyoka Tel No: (018) 3882043/1688
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/259</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER GRADE 1 REF NO: SD/1/36/26/E (X2 POSTS)</u> Chief Directorate: District and Institutional Support Management
<u>SALARY</u>	:	R211 899 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	JB Marks Treatment Centre
<u>REQUIREMENTS</u>	:	Grade 12. Certificate/ Diploma (NQF level 4 /5/6). FET (a degree in Child and Youth Care would be an added advantage). A minimum of 7 years' experience in Child and Youth Care work after obtaining the required qualification. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). A valid driver's license. Experience in Secure Care will be added advantage. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.
<u>DUTIES</u>	:	Supervise Child & Youth Care Workers. Manage work performance of supervisee. Oversee the admission and related activities of children and youth to the facility. Oversee the access of children/ youth to medical services. Oversee the implementation of planned activities, residential developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and challenges identified. Perform administrative work relevant to the job. Oversee the completion of daily registers, e.g., logbooks, incident reports, etc. Ensure the attendance registers are signed and kept up to date. Perform all the administration functions required by the job. Accompany, assist and escort service users within healthcare facilities when necessary.
<u>ENQUIRIES</u>	:	Ms DC Monyemore Tel No: (018) 294 5134
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/260</u>	:	<u>NURSING ASSISTANT GRADE 1 – GRADE 3 REF NO: SD/1/37/26/E (X5 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala and Dr Kenneth Kaunda Districts
<u>SALARY</u>	:	R181 230 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Sonop Old Age Home (Bojanala District) (X3 Posts) JB Marks Treatment Centre (Dr Kenneth Kaunda District) (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, qualification that allows registration with South Africa Nursing Council (SANC) as Nursing Assistant. Applicant must be registered with SANC. Be able to demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice.
<u>DUTIES</u>	:	Perform elementary clinical nursing practice in accordance with the scope of practice and nursing standards, as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards, as determined by the relevant health facility. Conduct communication with patients and supervisors effectively. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.
<u>ENQUIRIES</u>	:	Ms AB Nhlapo at 066 072 6993 Enquiries: Ms DC Monyemore Tel No: (018) 294 5134
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za

<u>POST 27/261</u>	:	<u>CLEANER REF NO: SD/1/38/26/E (X4 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Sonop Old Age Home
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or adult education and training (NQF Level 2). Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organising and interpersonal relationships. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength.
<u>DUTIES</u>	:	Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilise cleaning equipment and ensure their safeguarding. Comply to Occupational Health and Safety requirements.
<u>ENQUIRIES</u>	:	Ms AB Nhlapo at 066 072 6993
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>NOTE</u>	:	The North West Department of Social Development is an 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.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : 17 August 2026, 17:00PM
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 27/262** : **SENIOR REGISTRAR (MEDICAL) (CARDIOLOGY)**
(3-Year Contract)
- SALARY** : R1 395 528 per annum, (A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Independent Practice) in Medicine. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Knowledge appropriate for approach to investigations of common cardiovascular disorders. Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts).
- DUTIES** : Clinical Governance and Administration. Clinical Service Provision. Research for fulfilment of the MPhil Degree. Teaching and Training/Supervision of Junior Staff.
- ENQUIRIES** : Prof M Ntsekhe Tel No: (021) 404-6085 or email: mpiko.ntsekhe@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Candidates

who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)

<u>POST 27/263</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY)</u>
<u>SALARY</u>	:	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.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or 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 after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to perform urologic surgery at a tertiary level. Have research experience. Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery.
<u>DUTIES</u>	:	Contribute to the under and post grad training and research agenda of the Division. Organise and contribute to the surgical skills training courses. Oversee day surgery, surgical clinics and surgical emergencies. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological and oncological surgery. The management of specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. To provide services (operative and OPD consulting) at Eerste River and Western Cape Rehabilitation Hospitals.
<u>ENQUIRIES NOTE</u>	:	Ms P George Tel No: (021) 404-6105 or email: paige.george@uct.ac.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 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). Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Specialists appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital.
<u>POST 27/264</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)</u> (12 Month Contract)
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum

**CENTRE
REQUIREMENTS**

(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **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 Anaesthesiology. **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 Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): The position may allow for exposure to a structured fellowship in Paediatric Anaesthesia. Research experience. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Strong educational or teaching experience background in both the under and post-graduate domains. Strong moral and ethical record in anaesthetic practice. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Computer literacy, good communication, analytic and problem-solving skills. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine.

DUTIES

: The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under- and postgraduate teaching, training and research. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to Registrars and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain departmental team spirit and development.

**ENQUIRIES
NOTE**

: Ms C Wyngaard Tel No: (021) 404-5004
: No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 27/265

: **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS)**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE
REQUIREMENTS**

: Mowbray Maternity Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as 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 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' 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: Valid South African (Code B/EB) driver's licence. Willingness to participate in after hour duties – including weekends and public holidays. Competencies (knowledge/skills): Appropriate current experience and skills in obstetrics care. Ability to work in a team and with all levels of staff. Ability to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory. Appropriate current experience to perform a caesarean section safely and without supervision; with proof of a minimum of 50 caesarean sections done independently. Appropriate current experience in managing emergency gynaecological procedures.

DUTIES : (Clinical triage and management of all non-acute and emergency O&G presentation to the Labour Suite at Mowbray Maternity Hospital. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost -efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr S Allie Tel No: (021) 659-5579 or email: Saadiqa.allie@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to submit a logbook outlining their surgical experience in Obstetrics and Gynaecology. 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 27/266 : **MEDICAL OFFICER GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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. One (1) year's 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 2:** A minimum of Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees,

of whom required to perform community service required in South Africa. **Grade 3:** A minimum of Ten (10) year's appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of eleven (11) year's 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 requirements of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases Valid (Code B/EB) driver's license and willingness and ability to travel. Available and willing to participate in after-hours duties. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy. Good professional attitude. Excellent communication skills. Ability to work well both in a team or as an individual.

DUTIES : Provide comprehensive medical and psychiatric care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Formulate and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records both electronically and paper based. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

ENQUIRIES : Prof L Koen Tel No: (021) 940-8718 or email: Liezle.Koen@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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 27/267 : **MEDICAL OFFICER GRADE 1 TO 3 (MEDICAL OUTPATIENTS AND CHILD PROTECTION)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a 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 requirements of the job: Applicants must have a valid APLS/ PALS certificate. Willingness to travel within the District and Metro Region.

Competencies (knowledge/skills): Ability to comprehensively manage all paediatric cases including child protection cases and management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff and students. Experience and effective management of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organising, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Computer literacy (Microsoft Office). Experience in general paediatrics post community service, including acute and chronic care. Willingness to develop protocols, attend meetings and prepare reports for child abuse and child protection. Willingness to work with the trauma unit, acute care and OPD on child abuse issues. Excellent interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to teach and supervise undergraduate and postgraduate students. Knowledge of protocols for common acute and long-term health conditions. Valid Advanced Paediatric Life Support course.

DUTIES : Provide comprehensive, high-quality ambulatory, emergency, child protection and general paediatrics clinical services, with an emphasis on child protection and long-term health conditions. Teaching (formal and informal) and training in General Paediatrics (undergraduate, postgraduate, nursing, and allied health). Create a learning environment for students and junior colleagues. Do appropriate clinical audits and research within the department to stay abreast of clinical developments. Participation in existing research projects within the department and stay abreast of clinical developments. Alignment with clinical & corporate governance principles of General Paediatrics. Administration of HECTIS patient management system and other WCG health applications.

ENQUIRIES : Dr R Dunkley Tel No: (021) 658-5111 or email: rowan.dunkley@uct.ac.za / Dr R Johaar Tel No: (021) 658-5111 or email: Rizqah.Johaar@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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 27/268 : **MEDICAL OFFICER GRADE 1 TO 3 (GENERAL: INTERNAL MEDICINE) (X2 POSTS)**
Chief Directorate: Metro Health Services
(1-Year Contract)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, 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 requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Valid ACLS Certificate. Competencies (knowledge/skills): Knowledge and clinical skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and acute medical/emergency contexts). Practical clinical skills appropriate for diagnostic investigations and those required for resuscitation and stabilisation of acutely unwell patients according to ACLS principles. Effective and efficient administration. Effective leadership & interpersonal skills. Communication including clinical summary/report generation, consultation as well as patient counselling. Completion of FCP Part 1.

DUTIES : Provision of safe medical care to patients in the Acute Medical Admissions and Short Stay Ward, High Care Unit, Inpatient medical wards and Medical Outpatients department at Groote Schuur Hospital and satellite hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical students, interns and community service medical officers providing medical care. Involvement in research/audits relating to Internal Medicine.

ENQUIRIES : Dr D Maughan Tel No: (021) 406-6422 or email: deborah.maughan@uct.ac.za
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attached an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital.

POST 27/269 : **PHARMACY SUPERVISOR**
West Coast District

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Swartland Hospital, Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Registration with a professional council: Registration as a Pharmacist with the South African Pharmacy Council. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Inherent requirements of the job: Valid (code B/EB) drivers' licence. Willingness to register as a Responsible Pharmacist. Willingness to supervise, tutor and train students and staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of Pharmacy. Ability to cope with pressure and maintain a high standard of professionalism. Good verbal, as well as written communication skills. Sound Management, communication and conflict handling skills. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Management of Drug Supply and Prescribing habits in the hospital and sub-district. Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Take leadership in the hospital and sub-district to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC, National Drug policy, National and Provincial standard treatment guidelines. Human Resource Management for all Pharmacy staff in hospital and support within the

		sub-district. Management of Finance and Supply Chain. Participate in continuous quality improvement initiatives and support to Clinical Manager.
<u>ENQUIRIES</u>	:	Dr J Brownbridge Tel No: (022) 487-9200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 27/270</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: ALLERGOLOGY) (5/8TH) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 009 887 per annum Grade 2: R1 152 594 per annum Grade 3: R1 258 923 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Subspecialist in Paediatric Allergology. Registration with a professional council: Registration with the HPCSA as Medical Sub - Specialist in Paediatric Allergology. Experience: Grade 1: None after registration with the HPCSA as Medical Subspecialist in Paediatric Allergology. Grade 2: A minimum of 5 years' appropriate experience as Medical Subspecialist after registration with the HPCSA as Medical Subspecialist in Paediatric Allergology (or recognised foreign Health Professional Council in respect of foreign qualified employees). Grade 3: A minimum of 10 years' appropriate experience as Medical Subspecialist after registration with the HPCSA as Medical Subspecialist in Paediatric Allergology (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirements of the job: Willingness to travel within the District and Metro Region. Competencies (knowledge/skills): Ability to comprehensively manage all child and adolescent paediatric allergology and general paediatric cases including intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff. Experience in effectively manage of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organising, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.
<u>DUTIES</u>	:	Provide comprehensive, high-quality child and adolescent paediatric allergology and general paediatrics clinical services. Clinical leadership and relevant oversight of daily clinical operations of a multidisciplinary paediatric allergology team and a general paediatrics team in a tertiary setting. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Adhere to requirements for all people management matters. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical developments.
<u>ENQUIRIES</u>	:	Professor H Buys Tel No: (021) 685-5111 or Email: Heloise.Buys@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 27/271</u>	:	<u>SCIENTIST PRODUCTION GRADE A (FORENSIC TOXICOLOGY) (X3 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R791 604 per annum
<u>CENTRE</u>	:	Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Science Degree (Bsc) (Hon) or relevant qualification that allows registration as a Professional Natural Scientist. Registration with a professional council: Registration with the SACNASP as a Professional Natural Scientist. Experience: 3 years post qualification natural scientific experience. Inherent requirement of the job: Ability to operate specialised analytical instrumentation and perform laboratory-based analytical work. Ability to maintain a high level of accuracy, confidentiality and attention

to detail under operational pressures and deadlines. Willingness to participate in after-hours or court-related duties where required. Competencies (knowledge/skills): Forensic Toxicology principles and medico-legal death investigation processes. Analytical chemistry and toxicological analysis techniques, including chromatography and mass spectrometry. Operation and troubleshooting of analytical instrumentation (e.g. LC-MS/MS) and laboratory equipment. Biological specimen handlings, chain-of custody and laboratory safety procedures. Quality Management Systems and ISO/IEC 17025 accreditation requirements. Quality management and quality control principles, including the interpretation and monitoring of internal quality control data, statistical quality assurance tools and Levy-Jennings charts. Applicable legislation, ethical principles and regulatory requirements relevant to forensic science and medico-legal investigations. Research methodology, scientific writing and data analysis principles. Microsoft Office, Laboratory Information Systems, computer-based scientific applications and statistical programs, (e.g. SPSS, R). Programme and project management, staff development and operational laboratory processes. -Work with medico-legal and potentially hazardous biological specimens within a forensic environment. Analytical and problem-solving skills. -Scientific and technical preparation skills. Scientific method development, validation and data interpretation principles. Data analysis and interpretation. Technical report writing and scientific communication. Planning, organisational, and time management. Interpersonal, teamwork and communication. Training, mentoring and supervision. Attention to detail and record-keeping. Ability to work independently and under pressure within a medico-legal environment. Ability to communicate clearly and discreetly in person and in writing. Appropriate experience working in an analytical or forensic toxicology environment. Appropriate experience working within and ISO/IEC 17025 Environment. Appropriate experience operation LC-MS/MS instrumentation.

<u>DUTIES</u>	:	Effective and efficient scientific analysis and Medico-legal service delivery. Efficient method development, validation and laboratory improvement. Effective and efficient research, innovation and knowledge generation. Effective Human Capital development and Scientific leadership. Effective Quality Management System (QMA), Compliance and Operational support.
<u>ENQUIRIES</u>	:	Ms B Davies Tel No: (021) 406-6026/6412 or email: Bronwen.Davies@uct.ac.za
<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 will be subjected to a security clearance prior to appointment. Candidates who are not in possession of the stipulated requirements may also apply. Such candidates will only be considered for appointment on condition that proof of qualification 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 (individuals who must apply for change in registration status).
<u>POST 27/272</u>	:	<u>LECTURER GRADE 1 TO 2 POST GRADUATE DIPLOMA NURSING PROGRAMMES</u> Western Cape College of Nursing
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing (based at: 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 (R212) with a duration of at least 1 year accredited with the SANC in Nursing Education. A post-basic nursing qualification (R212) with a duration of at least 1 year accredited with the SANC in one of the following fields: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Medical and Surgical Nursing Science: Critical Care Nursing (Adult), Medical and Surgical Nursing Science: Orthopaedic Nursing, A relevant master's degree (NQF L9). 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. A post graduate diploma (R635) accredited with the SANC in one of the following fields: Emergency Nursing, Orthopaedic Nursing, Critical Care Nursing (Adult), A relevant master's degree (NQF L9). 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 nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in Nursing Education or the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/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. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES : 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 and assessment of R635 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 Post Graduate 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.

ENQUIRIES : Dr Magerman Tel No: (021) 684-1225
NOTE : 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 specialty.

POST 27/273 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 10 years referred to above must be appropriate/recognizable experience after

	obtaining the 1 year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal). Computer literacy (MS Word, Excel, PowerPoint and Outlook). Leadership towards the realisation of strategic goals and objectives of Operating Theatre Unit. Skills to plan organise and the service by analysing problem, problem solving and decision making.
<u>DUTIES</u>	: Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilise human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service. Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the specific specialty clinical area.
<u>ENQUIRIES</u>	: Ms LI Cupido, email, Le-Anchen.Cupido@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 required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or a post-graduate diploma in the relevant specialty.
<u>POST 27/274</u>	: <u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER: CLINICAL SYSTEMS)</u> Directorate: Health Information Technology – HIS Application Support Centre
<u>SALARY</u>	: R487 197 per annum
<u>CENTRE</u>	: Head Office, Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in health facility administrative and clinical processes. Appropriate experience in primary health care facility systems. Appropriate experience in training and supporting system users on clinical applications. Inherent requirement of the job: Valid driver's license. Willingness to travel to WCDHW health institutions. Willingness to work overtime. Competencies (knowledge/skills): Extensive knowledge and experience in clinical health systems. Good communication and interpersonal skills. Proven ability to work in a team environment. Ability to provide user training and support. Accurate data capturing skills. Computer literacy, including MS Office and MS Project. Knowledge of all health information systems and modules within the Western Cape Department of Health and Wellness. Understanding of business process re-engineering. Understanding of system maintenance and enhancement process flows. Understanding and development of quality control processes.
<u>DUTIES</u>	: Manage and control the clinical systems and modules across all hospitals and clinics in the Western Cape. Oversee the maintenance of systems, documentation, access control, and print management. Maintenance and Support of the Electronic Health Record. Manage and ensure updates for annual or ad hoc regulatory changes. Liaise with HIS management, hospital management, IT and other stakeholders on clinical system matters. Provide end-user support and resolve system problems for clinical systems. Update and maintain user manuals and clinical system procedures. Oversee system changes and manage test processes with formal outcome reporting. Develop system release notices for system changes and ensure user awareness. Oversee training needs and training for users and core trainers. -Assist with data quality assurance. Manage compliance with system release logs and exception reports. Drive business process re-engineering in clinical system-

		related areas across hospitals. Support development and administration of new clinical system modules. Manage System Controllers. Collaborate with the Finance and clinical documentation teams to ensure compliance of clinical systems with hospital fees and patient administration policies and manage new enhancement requests through to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems.
<u>ENQUIRIES</u>	:	Mr J Maharaj Tel No: (021) 938-6513
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency tests.
<u>POST 27/275</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: 564 822 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration as Occupational Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Occupational Therapist with the HPCSA in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's license. Willingness to travel in the sub-district/district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Good communication skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships. Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment.
<u>DUTIES</u>	:	Clinical Occupational therapy services at health facility level, district hospital and PHC facilities. Training of self and other staff members. Render community based occupational therapy service in line with community orientated primary healthcare. Administrative duties, complete documentation of all services rendered. Provide health promotion, training, and community service intervention. Render mobility assistive device service.
<u>ENQUIRIES</u>	:	Dr Z Leff Tel No: (028) 313-5203
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency 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 27/276</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Garden Route District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Garden Route District Office

<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in PERSAL. Appropriate experience in labour relations. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Garden Route geographical area, Central Karoo and Cape Town. Competencies (knowledge/skills): Computer literacy (MS Office package). Good communication skills (written and verbal). Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills.
<u>DUTIES</u>	:	Facilitate the effective functioning of the IMLC's and act as secretarial for the IMLC. Maintain and report on labour relations statistics. Facilitation of training for all staff with regards to labour relations issues. Assist with preparation for conciliation and arbitration and represent where required. Handle grievances and disciplinary matters.
<u>ENQUIRIES</u>	:	Mr R Joubert Tel No: (044) 803 - 2700
<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 27/277</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (TALENT SOURCING)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Forensic Pathology Services (Head Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Talent Sourcing. Appropriate experience in Personnel Administration. Appropriate PERSAL experience. Inherent requirements of the job: Valid Code B/EB driver's license. Will be required to wear a uniform. Will be required to travel within the province to provide support for talent sourcing processes. Must be willing to work overtime, when required. Competencies (knowledge/skills): Knowledge of all prescripts/aspects of Public Service Act, i.e. Public Service Regulations (PSR) Labour Relations Act, Basic Conditions of employment act, Employment Equity Act. Planning and organising skills. Problem Solving Skills. Analytical Thinking skills. Ability to supervise and plan. Ability to work under pressure and meet deadlines. Ability to function independently as well as in a multi-disciplinary team. Ability to communicate clearly and discreetly in person and writing. Computer Literacy in at least MS Word, Ms Excel, MS Outlook and MS PowerPoint.
<u>DUTIES</u>	:	Assist with the management of personnel provisioning which includes establishment amendments, control and reporting. Effective and Efficient management of talent sourcing processes. Which includes advertising, selection, interview, finalisation of processes and transfers. Render an effective personnel administration function. Provide an effective support function to manager and personnel.
<u>ENQUIRIES</u>	:	Ms Candice Machelm, email: Candice.Machelm@westerncape.gov.za / Mr Norman Cloete, email: Norman.Cloete@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>POST 27/278</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> West Coast District
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate support services administration and contract management experience. Inherent requirements of the job: A valid (code B/EB) driver's licence and expected to provide a support service within the Matzikama SD. Competencies (knowledge/skills): Computer literacy (MS Office Excel, Word, and Outlook). Good written and verbal communication. Excellent organisational skills, the ability to function independently as well as in a multi-disciplinary team. Knowledge of waste management and government transport. Knowledge of telecommunication, porter, and laundry services.
<u>DUTIES</u>	:	Effective and efficient control of the transport section and technical services. Effective control and efficient operating of laundry unit and linen bank. Management of the grounds and the cleaning services as well as security.

		Ensure effective management of food services component. Manage telecommunication and perform general supervision and development of support services personnel.
<u>ENQUIRIES</u>	:	Mr WA Phillipus Tel No: (027) 213-2039
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>POST 27/279</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: HIV/AIDS OPD AND POST NATAL WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a 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 shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime if needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy. Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Provide support to Nursing Services. Participate in training and research. Ensure proper record keeping and perform administrative duties.
<u>ENQUIRIES</u>	:	Ms TM Nqwede Tel No: (021) 659-4952
<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 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 27/280</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (VARIOUS COMPONENTS) (X10 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Southern Western Sub-structure (X3 Posts) Saxon Sea CDC (X1 Post) Hout Bay CDC (X1 Post) Lady Michaelis CDC (X1 Post) Lotus River CDC (X1 Post) Du Noon CHC (X1 Post) Retreat CHC (X1 Post) District Six CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a

	Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid driver's license (Code B/EB). Must be willing to assist at other facilities within the Substructure. Willingness to work shifts, night shift and overtime when required. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem-solving and decision-making. Report writing skills. Health promotion and team building. Good communication and interpersonal skills.
<u>DUTIES</u>	: Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practices within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	: Dr L Fillies Tel No: (021) 202-0933 (Southern Western Sub-structure) Ms B Botlane, Tel No: (021) 833-5210/1 (Saxon Sea CDC) Ms T Ahjam Tel No: (021) 810-8040 (Hout Bay CDC) Ms L Van Wyk Tel No: (021) 797-8171 (Lady Michaelis CDC) Ms Z Sambo Tel No: (021) 703-3131 (Lotus River CDC) Mr R Hall Tel No: (021) 200-4501 (Du Noon CHC) Ms C Adams Tel No: (021) 713-9800 (Retreat CHC) Ms R Klink Tel No: (021) 833-5400/01/05 (District Six CDC)
<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 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 27/281</u>	: <u>PARAMEDIC GRADE 1 TO 4 (EMS CONTINUOUS QUALITY IMPROVEMENT)</u> Chief Directorate: Emergency And Clinical Support Service
<u>SALARY</u>	: Grade 1: R334 227 per annum Grade 2: R413 199 per annum Grade 3: R506 496 per annum Grade 4: R593 079 per annum
<u>CENTRE REQUIREMENTS</u>	: Emergency Medical Services Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. - Grade 2: Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Grade 4: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or

ECP. Experience: **Grade 1:** None after registration with the HPCSA as Paramedic (CCA). **Grade 2:** 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. **Grade 3:** Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP–None. **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECPs-10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Physical and mental fitness. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

DUTIES

: Clinical Quality Assurance & Patient Safety: Lead the development and implementation of comprehensive quality improvement frameworks to ensure consistent, high-standard emergency care delivery from roadside to bedside Establish and maintain robust clinical governance structures, including incident reporting systems, adverse event management, and patient safety protocols. Monitor and evaluate clinical performance against established emergency response timeframes and quality benchmarks across all service platforms. Coordinate systematic collection and analysis of patient feedback, complaints, compliments, and clinical outcomes to drive service improvements. Clinical Leadership & Professional Development: Provide strategic clinical leadership and mentorship to prehospital emergency care providers across all levels of service delivery. Collaborate with multidisciplinary teams to develop evidence-based clinical protocols, care pathways, and operational guidelines Design and facilitate continuous professional development programs, including clinical coaching, skills enhancement, and competency assessments Establish clinical oversight mechanisms to support real-time decision-making and maintain clinical excellence standards. Quality Improvement Program Management: Design, implement, and evaluate targeted quality improvement initiatives based on current evidence, best practices, and local contextual needs. Coordinate cross-functional quality improvement projects involving clinical, operational, and administrative stakeholders. Establish data-driven performance monitoring systems to track clinical outcomes, response times, and service effectiveness. Lead root cause analysis processes for clinical incidents and develop corrective action plans to prevent recurrence. Strategic Clinical Governance: Uphold and promote patient-centred care principles throughout all emergency medical service operations. Ensure compliance with regulatory requirements, professional standards, and organisational policies across geographic and clinical service platforms. Develop and maintain clinical standards, protocols, and quality metrics that align with national emergency medical service guidelines. Provide clinical expertise and leadership input for strategic planning and service development initiatives. Stakeholder Engagement & Communication: Facilitate effective communication and collaboration between clinical teams, management, and external healthcare partners. Represent the organisation in clinical governance forums, quality improvement networks, and professional development initiatives. Maintain relationships with regulatory bodies, healthcare institutions, and community stakeholders to support integrated emergency care delivery. Prepare and present clinical performance reports, quality improvement outcomes, and strategic recommendations to senior leadership.

ENQUIRIES

: Dr N Abdullah at (063) 780-1864 or email: Naseef.abdullah@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 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 27/282</u>	:	<u>EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X2 POSTS)</u> Chief Directorate: People Management
<u>SALARY</u>	:	Grade 1: R334 227 per annum Grade 2: R413 199 per annum Grade 3: R506 496 per annum Grade 4: R593 079 per annum
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Government, College of Emergency Care Minimum educational qualification: Grade 1: Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. Grade 2: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic. Grade 3: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Grade 4: Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA). Grade 2: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic with CCA or NDIP. Grade 3: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Grade 4: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 Years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with a National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid code B driver's license. Physical and mental fitness. Bachelor's degree in Emergency Medical Care (BEMC) or BTech EMC. Competencies (knowledge/skills): Proficient in MS Word, Excel, PowerPoint. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work within a team in Higher Education Institution.
<u>DUTIES</u>	:	Provide effective and efficient teaching on NQF 5 and above health sciences programmes. Ensure Adherence to institutional policies and procedures. Perform front-line shifts with students and other clinical duties. Teach across clinical training programmes where required.
<u>ENQUIRIES NOTE</u>	:	Dr R Cermak Tel No: (021) 938-4116 No payment of any kind is required when applying for this post.
<u>POST 27/283</u>	:	<u>OPHTHALMOLOGY TECHNICIAN GRADE 1 TO 2 (OPHTHALMOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R279 870 per annum Grade 2: R326 352 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Two years of in-service training on ophthalmic specialised equipment after obtaining Level 1 Ophthalmic Assistant course. Experience: Grade 1: None after obtaining the appropriate qualification or prescribed in-service training. Grade 2: A minimum of 10 years appropriate experience after obtaining the appropriate qualification or prescribed in-service training. Competencies (knowledge/skills): Ability to interact with patients, family members and members of the public. Ability to keep abreast of new developments in technology, sterilisation and disinfection methods. Ability to accurately record data and to provide accurate maintenance records. Ability to communicate effectively with clinical and other staff. Ability to work independently and with good time management. Ability to perform routine tasks and acquire technical skills. Ability to adhere to required health

		and safety standards. Must be able to plan well and understand the need to report to an ophthalmologist.
<u>DUTIES</u>	:	Perform ophthalmic special investigations. Responsible for maintenance of equipment and consulting room hygiene. Assist in ophthalmic counselling and the distribution of information material. Keep accurate and retrievable patient records. Responsible for consulting room provisioning. Participate in departmental audit programmes.
<u>ENQUIRIES</u>	:	Prof N Du Toit Tel No: (021) 406-6216
<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 27/284</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (CHRONIC MEDICATION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Northern/Tygerberg Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the 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 a Pharmacist Assistant (Post- Basic). Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure. Accuracy and attention to detail. Good understanding Good Pharmacy Practice (GPP). Ethical working Practice and compliance.
<u>DUTIES</u>	:	Meaningful engagement with key stakeholders. Management and coordination of private providers for NTSS. Direct service delivery at Primary Health Care facilities within NTSS on a rotational basis. Assist private providers with stock and pharmacy related queries. Assist with issuing of pharmaceutical products and quality provision of Pharmaceutical Care Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the collation and organisation of information for research purposes and any reasonable job-related requests within the scope of practice of the Pharmacist Assistant (Post-Basic).
<u>ENQUIRIES</u>	:	Mr T Rawoot Tel No: (021) 827-9120
<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 27/285</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Lady Michaelis CDC (X1 Post) Southern Western Sub-structure Office (Atlantis Ecosystem) (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration

with a professional council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the SWSS. Competencies (knowledge/skills): Good computer literacy (MS Office: Word, Excel, PowerPoint and Outlook), JAC, Medsas. Good Interpersonal and communication skills. Ability to work as part of a team or independently. Ability to work accurately under pressure and maintain a high standard of professionalism. Capable of adapting to seamlessly fit into changing working environments.

DUTIES : Perform the following services or acts under the direct personal supervision of a pharmacist: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks. Support facilities with managing and expanding chronic medicine access through all differentiated models of care e.g. home deliveries of chronic medicine.

ENQUIRIES : Ms N Walklett Tel No: (021) 202-0981
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 27/286 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
 Directorate: Engineering and Technical Support Services

SALARY : Grade A: R253 341 per annum
 Grade B: R297 249 per annum
 Grade C: R345 342 per annum

CENTRE : Head Office, Cape Town (Metro East)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Competencies (knowledge/skills): The ability to communicate eloquently. Occupational health and safety act 1993 and its relevant regulations and SANS 10142-1. Ability to fault-find and repairs down to component level.

DUTIES : Service, repair and fault finding of Electrical Fence, CCTV, Access control and Fire detection. Service, repair and fault finding of various alternative power supplies (Generators/UPS/Inverters). Service, repair, fault finding and installation of various motors/pumps and motor control circuits. Compile and submit inspection reports as required on all electrical equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS

		regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all electrical projects.
<u>ENQUIRIES</u>	:	Mr S Khohli Tel No: (021) 370-1119
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This post will be filled to the requirements of the approved Metro East Hub stationed at Lentegeur Psychiatric Hospital. Short-listed candidates might be subjected to a practical test.
<u>POST 27/287</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> West Coast Health District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Financial Management. Inherent requirements of the job: Valid Driver's Licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Knowledge and practical experience of the LOGIS System. Sound knowledge of the Basic Accounting System (BAS) and all applicable government legislation. Computer literacy (MS, Excel and Word). Sound knowledge of PFMA, National and Provincial Treasury Instructions. Good communication skills.
<u>DUTIES</u>	:	Payments and Journal Processing (Bas and Logis). Petty Cash Management and Supplier/Creditor bank details registration. Bas debt management and asset & Liabilities account clearance and management. Batch control and financial reporting. Support to supervisor and component.
<u>ENQUIRIES</u>	:	Mr B Landile Tel No: (027) 213-2039
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the interview process.
<u>POST 27/288</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL or Related salary administration system and Recruitment and Selection. Inherent requirements of the job: Willingness to travel and work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration and salary administration functions e.g. appointments, service terminations, transfers, pension, leave, housing, injury on duty, distribution of monthly payslips and debt management and verify documents. Responsible for capturing transactions related to service terminations on PERSAL and audit personnel and leave records. Maintenance of effective recordkeeping systems and assist with registers related to PILIR, ORW's etc. Assist with recruitment and selection processes any other related support functions. Provide an effective support service to supervisor, component and management (i.e. relief duties and attending meetings).
<u>ENQUIRIES</u>	:	Mr JR Smit Tel No: (022) 913-1246
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>POST 27/289</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE) (X1 POST), (MALE AND FEMALE PSYCHIATRY) (X1 POST)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R229 440 per annum

		Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE REQUIREMENTS</u>	:	Hermanus Hospital, Overstrand Sub-district
	:	Minimum educational qualification: Qualification that allows you registration with South African Nursing Council as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with SANC as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work overtime when necessary. Willingness to work nightshift, shifts, weekends and public holidays. Relieve in all areas. Competencies (knowledge/skills): Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms A Klaasen Tel No: (028) 312-1166
	:	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 27/290</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE AND CSSD)</u> West Coast Health District
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredenburg Hospital, Saldanha Sub-district
	:	Minimum educational qualification: Qualification that allows registration with SANC as an Enrolled Nurse. Registration with a professional council: Registration with SANC as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty, weekends and overtime when necessary. Willingness to work in all departments(wards) of nursing according to operational needs per rotational schedule. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation. Good communication, planning and interpersonal skills. Ability to work in a multi-disciplinary team and enhance patient care through implementation of SOP's, policies and guidelines.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilisation of resources. Maintain Professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms S Van Wyk Tel No: (022) 709-5079
	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 27/291</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (VARIOUS COMPONENTS) (X8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nursing Assistant. Registration with a professional council: Registration with SANC as Enrolled Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Inherent requirements of the job: Working shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth, ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms T Wulff Tel No: (021) 404-2109 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 27/292</u>	:	<u>STERILISATION OPERATOR PRODUCTION (CSSD AND GAS)</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate CSSD experience. Inherent requirements of the job: Work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good interpersonal relations skills. Ability to work in a co-operative way within a team context and willingness to be rotated within the CPD department. Basic understanding of disinfection, decontamination and sterilisation.
<u>DUTIES</u>	:	Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves, lift-up and pushing heavy equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment.
<u>ENQUIRIES NOTE</u>	:	Ms R Sutcliffe Tel No: (021) 404-2092 No payment of any kind is required when applying for this post.
<u>POST 27/293</u>	:	<u>GENERAL WORKER: STORES (SUPPLY CHAIN MANAGEMENT)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Warehouse (Stores). Inherent requirements of the job: Ability to pick up heavy boxes or bags. Willingness to assist with stock-taking. Competencies (knowledge/skills): Knowledge of Hospital consumable

		items. Knowledge of Warehouse Layout. Ability to work in a team. Ability to communicate effectively (verbal and written).
<u>DUTIES</u>	:	Assist the storekeepers with the handling of the stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties between the stores and other departments within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in the other stores when required. Ad-hoc duties as required.
<u>ENQUIRIES</u>	:	Ms C Jenekar Tel No: (021) 658-5906
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 27/294</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Wesfleur Hospital, Southern/Western Sub-structure
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a hospital Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage, and stock control of food supplies. Prepare infant formulas & tube feeds in the milk kitchen. Cleaning and sterilisation of feeding cups and utensils in the milk kitchen. Follow and maintain hygiene and safety directives, including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
<u>ENQUIRIES</u>	:	Ms E Newing Tel No: (021) 816-8550
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>POST 27/295</u>	:	<u>GENERAL WORKER (STORES) (LOGISTICS AND WAREHOUSING) (X2 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good Communication skills. Physically able to handle stock.
<u>DUTIES</u>	:	Assist the Admin Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Clean various stores and non-storage areas within the main stores. Assist in other Stores when required. Answer telephone and handle internal queries.
<u>ENQUIRIES</u>	:	Mr S Block Tel No: (021) 404-2044
<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 27/296</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (SESSIONAL :10 HOURS PER WEEK)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Grade 2: A minimum of

5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. Inherent requirement of the job: It will be expected of the successful candidate to comply with the governance processes of the department of health. A valid (Code B/EB) driver's license and a willingness to travel. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Manage own theatre lists and provide clear guidance on outpatient bookings. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES :

Provision of definitive clinical Otorhinolaryngology care within the scope of a regional hospital service, including assessment, management, elective surgery, ongoing care, emergency care, and appropriate referral of complex cases in accordance with established referral pathways to tertiary facilities. Delivery of high-quality, patient-centred Otorhinolaryngology services, ensuring efficient management of patient workload while maintaining clinical standards, patient safety, and service satisfaction. Support and supervision of junior medical staff in the assessment, diagnosis, and management of Otorhinolaryngology conditions, including bedside and procedural guidance within the clinical environment. Commitment to structured teaching and training of junior doctors, interns, and other healthcare professionals through informal bedside teaching, as well as formal academic activities such as lectures, tutorials, and case discussions. Render an efficient, cost-effective high quality clinical service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. Active participation in departmental training programmes, continuing medical education (CME) activities, workshops, and professional development forums relevant to Otorhinolaryngology and district/regional service delivery. Involvement in clinical audits, quality assurance processes, and service improvement initiatives to strengthen Otorhinolaryngology service delivery within the district and regional health system. Participation in data collection, clinical data management, and reporting of service statistics to support governance, monitoring, and planning of Otorhinolaryngology services. Support clinical governance and administrative functions within the Otorhinolaryngology service, including medico-legal documentation, reporting requirements, staff-related administration, and compliance with departmental policies and protocols. Active participation in the development and maintenance of clinical guidelines, protocols, and referral systems to ensure safe and effective Otorhinolaryngology service delivery within a regional hospital platform. Strong ethical standards and sound clinical judgement, with appropriate counselling skills for patients and families. Strong leadership, communication, interpersonal, teamwork, and organisational skills suitable for a multidisciplinary regional hospital environment.

ENQUIRIES :

NOTE :

Prof L Jenkins Tel No: (083) 795-1065

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

POST 27/297 :

MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (UROLOGY) (2 HOURS PER WEEK)
(Contract till 31 March 2027)

SALARY :

Grade 1: R671 per hour

**CENTRE
REQUIREMENTS**

Grade 3: R766 per hour
Grade 3: R887 per hour

: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Urology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or 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 after registration with the HPCSA (Or as recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Competencies (knowledge/skills): Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery. Ability to perform urologic surgery at a tertiary level. Research experience in Urology.

DUTIES

: To provide services (operative and OPD consulting) at Eerste River and Western Cape Rehabilitation Hospitals. The management of specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological and oncological surgery. Oversee day surgery, surgical clinics and surgical emergencies. Organise and contribute to the surgical skills training courses. Contribute to the under and post grad training and research agenda of the Division.

**ENQUIRIES
NOTE**

: Ms P George Tel No: (021) 404 6105 or email: paige.george@uct.ac.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 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). Please ensure that you attach an updated CV.