the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2026
DATE ISSUED 04 SEPTEMBER 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 :

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM: The department hereby requests the extension of the closing date for the posts of Chief Financial Officer Ref No: 3/1/5/1-26/15 and Director: Western Cape Provincial Office advertised on circular 29 of 2026. The closing date for the above-mentioned posts is hereby extended from 04 September 2026 to 18 September 2026.

PROVINCIAL ADMINISTRATION: MPUMALANGA: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the following posts Chief Director Social Development (Re-advert) with Ref No: DSD/AUG/PRO/SWS/26/0, Professional nurse (PN- A2) Nkangala Treatment Centre with Ref No: DSD/AUG/NKA/TRE/26/02(Re-advert) AND an erratum for CDP: Nkangala District: Emakhazeni: Belfast were advertised in Public Service Vacancy Circular 20 dated 28 August 2026, the closing date has been amended from the original date to 11 September 2026.

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 18 September 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

POST 32/01 : **CHIEF AUDIT EXECUTIVE REF NO: 3/3/1/81/2026**
Branch: Office of the Director-General

SALARY : R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree or Advanced Diploma in Internal Auditing / Risk Management / Financial Management / Law (LLB) / Forensic Investigation (NQF Level 7). Membership of the Institute of Internal Auditors South Africa (IIA SA). Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Job related work experience: Minimum of five (5) years' experience at a senior managerial level (auditing, project management, financial and operational management. Project management. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and Control assessment skills. A valid driver's licence. Ability to travel and work irregular hours.

DUTIES : Manage the compilation of the Internal Audit and Forensic Investigations strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis: Manage the development and updating of methodologies, policies and procedures in line with the best practise and the International Standards of the Institute of Internal Auditors (IIA) and the Association of Certified Fraud Examiners (ACFE) Professional Standards on an annual basis. Manage the compilation of the Chief Directorate's strategic plan and operational plan by April each year. Manage the compilation of the Chief Directorate's Internal Audit operational and process risk registers by April each year. Manage the compilation of the Internal Audit Strategic 3-year Rolling and Annual Internal Audit Plans by April each year. Coordinate with other internal and external service assurance providers to ensure proper risk coverage and to minimise duplication of effort. Manage the compilation of the Forensic Investigations Comprehensive and Annual Case Management Registers by April each year. Manage the implementation of the Internal Audit and Forensic Investigations strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis: Manage the achievement of the Chief Directorate's strategic and operational objectives on a continuous basis and report progress to the Director-General on a monthly basis. Manage the achievement of the Chief Directorate Internal Audit risk register action plans on a continuous basis and report progress to the Director-General on a monthly basis. Manage the achievement of the Internal Audit Strategic 3-year Rolling and Annual Internal Audit Plan's deliverables on a monthly basis and report progress to the Audit Committee and the Director-General on a quarterly basis. Manage the achievement of the Forensic Investigations Comprehensive and Annual Case Management Registers on a monthly basis and report progress to the Audit Committee and the Director-General on a quarterly basis. Manage the performance of Quality Assessment reviews on the annual internal audit plans projects on a continuous basis, the annual Internal Quality Assessment Review and the five yearly External Quality Assessment Review and report the results of the annual and five yearly reviews to the Audit Committee and Director-General. Manage the reliance of the Audit-General of Soth Africa on the work performed and reports issued by the Internal Audit and Forensic Investigations Directorates on a monthly basis and report progress to the Audit Committee and the Director-General on an annual basis. Manage the implementation of the Internal Audit Report's Action Plans and the Forensic Investigations Report's Recommendations by line management on a quarterly basis: Manage the requests for progress reports from line management on the implementation of action plans on all internal audit reports and implementation of recommendations on all forensic investigation reports on a quarterly basis. Manage the analysis of the line management's status of implementation of action plans of Internal Audit Reports and recommendations of Forensic Investigations Reports and clarification of statuses with line managers on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans and recommendations presentations to the Audit Committee and Director-General on a quarterly basis. Manage the co-ordination of the Audit Committee Meetings and Audit Committee In-committee Meetings on a continuous basis: Manage the contracts and payments of the Audit Committee Members on a continuous

basis. Manage the co-ordination and secretariat function of the Audit Committee meetings and Audit Committee In-committee meetings as per the Audit Committee annual work plan. Manage the co-ordination of the Audit Committee meetings with the Minister as per the Audit Committee annual work plan. Manage the Audit Committee In-committee meetings with the departmental management, the AGSA and the Chief Directorate Internal Audit as per the Audit Committee annual work plan. Manage the Chief Directorate Internal Audit's resources: Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES : Ms K Kgang Tel No: (012) 319 7331

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CAErecruit81@nda.gov.za

OTHER POSTS

POST 32/02 : **DEPUTY DIRECTOR: HUMAN RESOURCE POLICY (REF NO: 3/3/1/82/2026)**
Directorate: Human Resource Administration

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate and a National Diploma (NQF 6) in Human Resource Management/ Public Management/ Public Administration. Minimum of 3 years' experience at junior management level in HR Policy environment. Job related knowledge: Knowledge of Human Resource Policies. Knowledge of Human Resource Prescripts. Job related skills: Communication skills (verbal and written). Strategic planning and leadership. Presentation and facilitation skills. Conceptual skills and human relations. Policy drafting (Report writing). Negotiations and consultation with relevant key stakeholders. Computer literacy skills. Problem solving skills. A valid driver's licence. Ability to travel and work irregular hours.

DUTIES : Monitor HR Policies developed, reviewed, aligned, facilitated and implemented in the Department. Identify policies to be developed/ amended and aligned. Undertake gap analysis/ identify problems/ challenges/ research and best practices as and when required. Compile/ draft policies. Request inputs/ comment from stakeholders. Consider and consolidate inputs/ comment. Finalise draft policy. Consult policy at relevant forums (components, task teams, labour, DBC, management meetings). Finalise policy for consideration for approval from management (prepare memorandum/presentation). Assist and manage implementation of policy (communication). Monitor HR Delegations regarding PSA and PSR developed/ reviewed and implemented in Department. Identify HR functions to be delegated in accordance with prescripts/ legislation. Compile/ draft delegations. Request inputs/ comment from relevant stakeholders. Consider and consolidate inputs/ comment. Compile and finalise draft delegations (set of Delegations). Consult draft delegation at relevant forums if necessary. Finalise delegations for consideration for approval from management (prepare memorandum/ presentation). Assist and manage implementation of delegations (communication). HR Policies advocated to ensuring consistent implementation and application in the Department. Issue/ distribute approved policy. Arrange information sessions to advocate relevant policy (via Teams, Zoom or venue). Prepare/compile presentation on matter. Issue/distribute ICM with details of the session. Render/ assist/deal/advise on issues/matters and cases. HR Delegations advocated to ensure consistent implementation and application throughout the Department. Issue/ distribute approved/ amended delegations. Arrange information sessions to advocate relevant delegations (via Teams, Zoom or venue). Prepare/ compile presentation on matter. Issue/ distribute ICM with details of the session. Render/ assist/ deal/ advise on issues/ matters and cases. Manage and deal with HR related administrative functions/ activities/ tasks/ requests/ instructions as requested/ instructed by Management. Render/ assist/ deal/ advise on issues/ matters and cases as and when required. Analyse/ do research and obtain relevant prescripts. Consult relevant role players (Labour, legal, relevant Component). Compile

response/ memorandum for consideration/ approval. Communicate approval/ advise/ outcome of decision.

ENQUIRIES : Mr C Mathebula Tel No: (012) 319 7322

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDHRPrecruit82@nda.gov.za

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

POST 32/03 : **SENIOR SECURITY OFFICER REF NO: 3/3/1/83/2026**
Directorate: Vetting, Screening and Special Investigations

SALARY : R237 453 annum (Level 05)

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Applicants must be in possession of grade 12 certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Must have a minimum of three (3) years security experience Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment. Knowledge of security incident reporting and recording procedures. Knowledge of the powers, duties and responsibilities of security officers in terms of applicable legislation, policies, standards and procedures. Knowledge of prescribed security Legislation (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, Occupational Health and Safety Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays). Valid driver's license.

DUTIES : Supervise the security functions performed by the security officers, ensuring adherence to department security policies. Allocate duties to security officers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Develop and manage duty rosters, shift schedules and overtime arrangements in accordance with operational requirements and applicable prescripts. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g., X-Ray machines, Walk-through metal detectors, security lights and etc.). Report faulty, damaged or non-functional security equipment and systems to the relevant supervisor or responsible unit. Supervise human resources/staff. Allocating work. Check, verify and update documentation/registers (leave forms, EPMDS, overtime). Updating work plans and performance standards. Performance assessment. Staff development. Manage export admin office to ensure effecting Wine Online support services. Ensure that incidents are properly recorded in occurrence books, incident registers and other prescribed records. Review security camera footage upon receipt of an authorised request and in accordance with approved procedures. Identify, respond to and report security breaches, incidents, and other irregularities. Monitor and provide support in case of emergencies. Inspect and verify occurrence books, registers and other prescribed security records to ensure that they are accurately and consistently maintained. Ensure that unauthorised persons and dangerous or prohibited objects do not enter departmental buildings or premises. Conduct security inspections and ensure that all access points and designated areas are properly secured and locked after hours. Ensure that the movement of equipment, assets, documents, and other items into and out of departmental premises is properly authorised and controlled. Administrative and related functions. Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leaves and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department`s assets. Supervise all control room activities. Ensure that control room personnel perform their duties in accordance with approved procedures and security prescripts. Report all incidents and any identified non-compliance relating to security prescripts.

		Review of footages upon request through proper procedure. Update all registers for the incidents observed.
ENQUIRIES	:	Mr Thabo Maila Tel No: (012) 312 8627
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit83@nda.gov.za
NOTE	:	EE Targets: Coloured Males and African Females, and persons with disability.

ANNEXURE B

DEPARTMENT OF DEFENCE

CLOSING DATE : 18 September 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 32/04 : **ASSISTANT DIRECTOR: MEDICAL ADMINISTRATION: COMPENSATION OCCUPATION INJURIES AND DISEASES ACT (COIDA): REF NO: DHRMAINT/28/32/26**
Chief Directorate: Human Resource Management
Directorate: Human Resource Maintenance-Medical Administration)
This is re-advertised, applicants who previously applied may also re-apply

SALARY : R487 197 – R584 370 per annum (Level 09)
CENTRE : Bank of Lisbon Building, Pretoria, 0001

REQUIREMENTS : Grade 12 (NQF 4) or equivalent with National Diploma NQF 6 in HRM/Public Administration with a minimum of three (3) years' experience in administration and supervisory roles. Special Requirements (skills needed): COIDA, Computer literate (MS Word, PowerPoint, how to access Internet, MS Excel and mainframe). Good communication skills (verbal and written) and customer orientation. Have supervisor's experience. Have excellent interpersonal and problem solving skills. Possession of valid driver's licence is recommended. The knowledge and understanding of Compensation Occupation Injuries and Diseases Act (COIDA), Group Life Insurance Scheme (GLIS) Policies and Medical administration process for the regular force. Excellent telephone etiquette. Ability to obtain a confidential security clearance within 12 months of being appointed.

DUTIES : A successful candidate will be required to perform the following duties: Administration of injuries and disease cases sustained by Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP) whilst on duty. Administration of personnel losses and funerals and Group Life Insurance Scheme (GLIS). Administration/ Approval of inclusion/re-inclusion of dependants of Defence Act Personnel (DAP) for medical privileges. Attend meetings as required. Inspection of all registers maintained by the clerks. Compile and update post profiles and duty sheets for all post incumbents on the structure of Medical Section. Assess and supervise sub-ordinates' performance with regard to strength and weaknesses in order to recognize and reward good, and manage poor performance by identifying relevant courses. Assist with career management with regard to supporting and encouraging sub-ordinates to seek opportunities for development and promotion and their nomination for courses. Nominate all Medical Section's staff for outstanding courses. Personal investigation of critical enquiries and the drafting of draft replies for higher authority signature. Complete bi-annual performance assessment for all subordinates together with relevant reports.

ENQUIRIES : Lt Col (Adv) E.S. Longa Tel No: (012) 339 533

APPLICATIONS : Department of Defence, Human Resources Management, Chief Directorate HR Maintenance Medical section, Private Bag X976, Pretoria, 0001 or hand delivered at Department of Defence, Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to Elia.Longa@dod.mil.za

POST 32/05 : **ACCOUNTING CLERK: PRODUCTION (X25 POSTS)**
Financial Management Division
Directorate: Stores, Services and Related Payments (DSSRP)

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

CENTRE : FASC Durban Ref No: FMD/31/32/26/01 (X3 Posts)
FASO Ladysmith Ref No: FMD/31/32/26/02
FASC Mtubatuba Ref No: FMD/31/32/26/03
FASC Lohathla Ref No: FMD/31/32/26/04
FASC Polokwane Ref No: FMD/31/32/26/05 (X3 Posts)
FASC Makhado Ref No: FMD/31/32/26/06
FASC Thohoyandou, Ref No: FMD/31/32/26/07
FASC Port Elizabeth Ref No: FMD/31/32/26/08
FASC Umtata Ref No: FMD/31/32/36/09
FASC Garrison Ref No: FMD/31/32/26/10 (X4 Posts)
FASC Hoedspruit Ref No: FMD/31/32/26/11
FASC Potchefstroom Ref No: FMD/31/32/26/12
FASC Klipdrift Ref No: FMD/31/32/26/13
FASC Wonderboom Ref No: FMD/31/32/26/14
FASC Kimberley Ref No: FMD/31/32/26/15
FASC Youngsfiled Ref No: FMD/31/32/26/16
FASC MOD Ref No: FMD/31/32/26/17 (X2 Posts)

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent with Accounting or Mathematics as subjects. No experience. Valid Driver's License. Special requirements / Skills needed: Basic knowledge of financial and accounting processes. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescripts. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Perform cash administration duties as cashier, in Rand and Foreign currency. Perform general administrative functions and archiving / filing / safekeeping of all

accounting documentation. Basic knowledge of contract management and supply chain management process. Sound Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (FMS, PERSOL, PERSAL, BAS, LOGIS etc)

DUTIES : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies into the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.

ENQUIRIES : Ms C.L. Cele Tel No: (012) 392 2892

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za or Recruit3FMD@dod.mil.za In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

ANNEXURE C

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 : 18 September 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department 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 old Z83 application form will not be considered. Each application for each post (s) must have its own application form. 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 and a completed, initialled and signed 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 posession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The 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. 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 soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). 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. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

POST 32/06 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR5/1/2/3/19**
Re-advertisement candidates who previously applied are encouraged to re-apply

SALARY : R1 317 384 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management, Industrial Psychology / Organisational Psychology / Industrial and Organisational Psychology / Labour Relations / Human Resources Development / Labour Law/Public Administration / Public Management / Business Administration / Business Management / Business Management / Business Management. 5 years' functional experience at a middle / Senior Managerial level in Human Resource Management / Human Resource Development / Performance Management / Employee Health and Wellness Programmes / Employee Relations / Human Resources Planning Practices and Administration environment. Knowledge: Constitutional Act 108 of 1996 (amended). Compensation Fund policies, policies, procedures and processes. Talent Management and Succession Planning. Remuneration and Benefits. Human Resource Management Practices and principles. Human Resources across broad range of functional areas. COIDA. Customer service principles (Batho –Pele Principles). Technical knowledge. Customer Relationship Management. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Skill Development Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information Security Standards (MISS). Protection of Personal Information Act (POPIA). Legislative Requirements: Public Service Act. Public Service Regulations. Skills: Communication (Verbal and Written). Business Writing Skills. Problem Solving and Decision making. People Management and Empowerment. Client Orientation and Customer Focus. Change Management. Work Ethic and Self-management. Business Acumen and leadership. Environmental Awareness.
DUTIES : Manage Human Resource Management services for the Fund. Manage the implementation of integrated Performance Management, training and development management in the Fund. Manage Employee Relations services in the Fund. Oversee HR Administration in the Provinces. Manage all resources of the Directorate.
ENQUIRIES : Dr MJ Ledwaba Cell: 072 591 9784
APPLICATIONS : Direct Your Applications to: Jobs-CF2@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites.

OTHER POSTS

POST 32/07 : **DEPUTY DIRECTOR: ADMIN SERVICES REF NO: HR5/1/2/3/20**

SALARY : R932 292 per annum, (all -inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) as recognized by SAQA in Public / Office / Business Administration / Management. 5 years' functional experience in executive support / administration services environment of which 2 years at Assistant Director or entry management level. Knowledge: Compensation Fund regulations, policies and procedures. COIDA. Relevant stakeholders. Customer Service (Batho Pele principles). Technical knowledge. Administration procedures, techniques. Fund Governance and Risk Management. Budgeting and Financial Management. Legislative requirements: Public service Act. PFMA. National Treasury Regulations. Public Service Regulations. Skills: Planning and Organising. Communication (verbal and written). People and Performance management. Business Writing. Problem solving and analysis. Decision making. Analytical. Conflict Management. Team leadership.
DUTIES : Manage and monitor effective implementation of CF improvement initiatives plans. Manage and strengthen sound relations between CF, the Ministry,

		Parliament and stakeholders. Monitor mutual association licence performance. Manage of resources in the sub-directorate.
ENQUIRIES	:	Ms F Fakir Cell: 060 989 8326
APPLICATIONS	:	Direct your applications to: Jobs-CF3@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites.
POST 32/08	:	**DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR5/1/2/3/21**
SALARY	:	R932 292 per annum, (all- inclusive)
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting / Finance / Informatics / Auditing / Internal Auditing / Business Management (or Administration) / Operations Management / Health related qualification (Nursing / Occupational Therapy / Physiotherapy). 5 years' functional experience in financial services / medical payments / claims processing environment of which 3 years should be at an Assistant Director/Junior management level. Knowledge: Compensation Fund business strategies and goals. COIDA. Technical knowledge. Operations systems. Fund Governance and Risk Management. Budgeting and Financial Management. Customer service (Batho Pele Principles). Relevant stakeholders. Medical related Legislation & Regulatory knowledge & implementation. Legislative requirements: COIDA.PFMA. National Treasury Regulations. Skills: Communication (verbal and written). Business Report Writing. Decision making. Conflict Management. Financial Management. Management Skills (e.g., People and performance management, Team leadership etc). Analyzing and interpreting information. Medical bill reviewing. Medical Policy Management. Medical aid knowledge (case management). Project Management and Planning. Information Analysis and interpretation. Clinical coding. Quality Assurance and improvement. Stakeholder Development and Management.
DUTIES	:	Manage the processing of finalizing medical invoices and litigations. Develop and review policies, strategies, guidelines and operational plans. Manage and monitor medical payments to prevent wasteful expenditure. Monitor and provide technical support to Provinces and medical service providers. Manage all the resources in the sub-directorate.
ENQUIRIES	:	Ms N Morrison Cell: 066 475 7000
APPLICATIONS	:	Direct your applications to: Jobs-CF4@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites.
POST 32/09	:	**DEPUTY DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR4/4/3/2DDBSCM/UIF (X2 POSTS)** (3-Year Contract)
SALARY	:	R932 292 per annum, (all inclusive)
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification Business Management/ Business Administration / Auditing / Law / Corporate Governance at NQF Level 6 as recognized by SAQA. Five (5) years' experience of which three (3) years must be functional experience in Board Services environment and two (2) years at junior management level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and Procedures. Board Services Charter. DPSA: Handbook of Board Members. King report. Protection of Personal Information Act (POPIA). Skills: Minutes and Reports Writing. Independence Problem Solving. Strong Analytical Skills. Planning and Organizing. Communication Skills- Both Written and Verbal. Ability to influence. Presentation. Computer Literacy. Time Management. Analytical. Numeracy.
DUTIES	:	Provide secretariat and support services to the Board. Coordinate the implementation of resolutions taken by the Board. Provide traveling logistics for board members. Review the overall production and performance Manage Resources in the sub- directorate.
ENQUIRIES	:	Ms LJ Van Wyk Tel No: (012) 337 1950
APPLICATIONS	:	email: Jobs-UIF12@labour.gov.za

POST 32/10	:	**DEPUTY DIRECTOR: CORPORATE GOVERNANCE REF NO:HR4/4/3/2DDCG/UIF** (3-Year Contract)
SALARY	:	R932 292 per annum, (all inclusive)
CENTERE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Three (3) years tertiary qualification (NQF Level 6) in Corporate Governance/ Business Management or Administration / Auditing / Law. Five (5) years' experience of which three (3) years must be functional experience in Corporate Governance/ Business Management or Administration/ Auditing/ Law and two (2) years' experience at a management level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills. Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Communication Skills- Both Written and Verbal. Ability to influence. Computer Literacy. Time Management. Analytical. Numeracy.
DUTIES	:	Develop and implement corporate governance charter to all Committees in the Fund. Conduct research on the best practices to ensure provision of word class corporate governance. Maintain effectiveness of all corporate governance structures in the Fund. Develop and implement legislation compliance process Manage Resources in the sub- directorate.
ENQUIRIES	:	Ms LJ Van Wyk Tel No: (012) 337 1950
APPLICATIONS	:	email: Jobs-UIF13@labour.gov.za
POST 32/11	:	**SENIOR LEGAL ADMINISTRATIVE OFFICER GRADE: MR-6 REF NO: HR5/1/2/3/22**
SALARY	:	R610 434 – R1 442 451 per annum, (OSD)
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in LLB/BPROC/BCOM LAW/BA LAW. 8 years' appropriate post qualification in legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Data Gathering, Analysis and Strategic Reporting. Stakeholder Development and Management. Litigation Management. Internal Remedy. Compliance and Governance. Del and Compensation Fund Business strategies and goals. COIDA Act. Public Service Regulation. Labour Law. Constitution Act 108 of 1996 (amended). Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Protection of Personal Information Act (POPI). Public service Act. Public Finance Management Act (PFMA). Labour Relation Act, Employment Equity Act, SDA & BCEA. Legislative requirements COID Legislation and Law Enforcement. Council Policy. Skills: Conflict Management and Resolution. Legislative and Contract development. Negotiation, Consensus and Coalition Building. Investigation and Critical Evaluation. Coaching and Mentoring. Critical and Innovative Thinking. Direction Setting. Inspire Commitment. People Management. Performance and oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.
DUTIES	:	Draft and vet contract for the Fund. Manage and handle litigation for and on behalf of the Fund. Manage and process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Management of resources in the sub directorate.
ENQUIRIES	:	Adv NLA Shokane Cell: 067 415 4027
APPLICATIONS	:	Direct your applications to: Jobs-CF5@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites.
POST 32/12	:	**ASSISTANT DIRECTOR: TREASURY & INVESTMENTS MANAGEMENT REF NO: HR5/1/2/3/23**
SALARY	:	R605 742 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Finance/Investment Management/Financial Economics/Financial Accounting.

		4 Years functional experience in a Treasury / Finance / Investment Management / Financial Accounting environment of which 2 years should be at a senior state accountant level or a supervisory level. Knowledge: Policy Conceptualisation and Formulation (Compensation Fund policies, procedures and process). Knowledge of relevant regulations, laws and legislation (COIDA, PAIA, PSA, PSR, POPIA). Investment strategy & Planning. Professional Accounting Standards (GRAP/GAAP/IFRS). Treasury Policies and PFMA Regulations (Legislative Framework). Forecasting & Projections. Financial Risk Management and Control. Financial Compliance. Information Processing. Financial Markets and Instrument (Financial Analysis). Digital Acumen (Financial Systems, Tools). GRI (Global Reporting Initiative) and King IV Requirements (Corporate Governance). Legislative Requirements: COIDA. Skills: Reconciliation. Application of professional accounting standards. Portfolio risk optimization. Investment management. Financial accounts management. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction Setting. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.
DUTIES	:	Review the reports on the position and performance of the investment portfolios. Perform the investment accounting review functions of the portfolios. Monitor the daily cash flow of the Fund. Manage resources of the sub-directorate
ENQUIRIES	:	Mr L Moni at 063 689 4157
APPLICATIONS	:	Direct Your Applications to: Jobs-CF6@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites
POST 32/13	:	**ASSITANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR5/1/2/3/24**
SALARY	:	R487 197 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting / Finance / Internal Audit / Informatics / Business Management (or Administration) / Operations Management / Public Administration / Health related qualification (Nursing/Occupational Therapy/Physiotherapy). Four 4 years' functional experience in financial services/medical aid/claims processing environment of which 2 years should be at a Senior Practitioner/Senior Administrative. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business process. COIDA, procedures and processes. Customer service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation. Medical related Legislation & Regulatory Knowledge & Implementation. Legislative Requirements: COIDA.PFMA and National Treasury Regulations. Skills: Communication (verbal and written). Business Report Writing. Decision making. Conflict Management. Financial Management. Management Skills (e.g. Team leadership, Planning and Organising, Problem solving and analysist etc). Analysing and Interpreting information. Medical bill reviewing. Medical Policy Management. Medical aid knowledge (case management). Project Management and Planning. Information Analysis and Interpretation. Clinical risk mitigation Clinical coding. Quality Assurance and Improvement. Stakeholder Development and Management.
DUTIES	:	Coordinate the finalization of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for Provinces. Monitor medical payments to prevent wasteful expenditure for Head office and Provinces. Provide technical support to provincial offices and medical service providers. Management of all resources in the sub-directorate.
ENQUIRIES	:	Ms R Hariparsad Cell: 076 228 8306
APPLICATIONS	:	Direct Your Applications to: Jobs-CF7@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites

POST 32/14	:	**ASSISTANT DIRECTOR: HR PLANNING AND EMPLOYMENT EQUITY REF NO: HR5/1/2/3/25**
SALARY	:	R487 197 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Personnel Management. PERSAL certificate in Establishment. 4 years' functional experience in Human Resource Administration (Employment Equity, Management of Establishment and HR Planning). 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/Relevant HRM systems/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. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Legislative Requirement: Public Service Act. Public Service Regulation. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovation Thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & strategy.
DUTIES	:	Coordinate and manage Human Resource Operations Planning and Controls. Coordinate Human Resource Audits and Perform Human Resource reconciliation. Coordinate and facilitate the collection of data for Employment Equity (EE). Coordinate and maintain PERSAL establishment within the Fund. Manage of HR Records. Manage resources in the Sub-directorate.
ENQUIRIES	:	Mr B Mthombeni Cell: (060) 989 8301
APPLICATIONS	:	Direct Your Applications to: Jobs-CF8@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites
POST 32/15	:	**ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2ASDTC/UIF**
SALARY	:	R487 197 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Accounting /Auditing / Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Four (4) years of experience of which two (2) years must be functional experience in Finance environment and two (2) years at a supervisory level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (AX-One, BAS, etc.). HR System (PERSAL). Financial Systems Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.
DUTIES	:	Internal and External invoices paid within 30 days of receipt by the Fund. Monthly DEL Claim process and paid. Approved weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information. Improve Governance. Manage resources (Human, Financial, Equipment / Assets) in the sub-directorate.
ENQUIRIES	:	Mr V Nefale Tel No: (012) 337 1450
APPLICATIONS	:	email: Jobs-UIF14@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

POST 32/16	:	**ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) (X16 POSTS)** (3-Year Contract)
SALARY	:	R605 742 per annum, plus 37% in lie benefits
CENTRE	:	Labour Centre: Butterworth Ref No: HR 4/4/6/01 (X1 Post) Labour Centre: KuGompo Ref No: HR 4/4/6/02 (X1 Post) Labour Centre: eMaxesibeni Ref No: HR 4/4/6/03 (X1 Post) Labour Centre: Gqeberha Ref No: HR 4/4/6/04 (X1 Post) Labour Centre: Graaff-Reinet Ref No: HR4/4/6/05 (X1 Post) Labour Centre: Kariega Ref No: HR4/4/6/06 (X1 Post) Labour Centre: Komani Ref No: HR/4/4/6/07 (X1 Post) Labour Centre: KwaMaqoma Ref No: HR4/4/6/08 (X1 Post) Labour Centre: Lusikisiki Ref No: HR/4/4/6/09 (X1 Post) Labour Centre: Makhanda Ref No: HR/4/4/6/10 (X 1 Post) Labour Centre: Maletswai Ref No: HR 4/4/6/11 (X1 Post) Labour Centre: Mdantsane Ref No: HR 4/4/6/12 (X1 Post) Labour Centre: Mthatha Ref: HR 4/4/6/13 (X1 Post) Labour Centre: Nqanqarhu Ref No: HR 4/4/6/14 (X1 Post) Labour Centre: Nxuba Ref No: HR 4/4/6/15/ (X1 Post) Qonce Labour Centre Ref No: HR/4/4/6/16 (X1 Post)
REQUIREMENTS	:	An undergraduate qualification in Operations Management or Research/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 or 7 as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be at a supervisory level. Valid driver's licence will be an added advantage. Knowledge: Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Condition of Employment Act, Public Financial Management Act, Protection of Personal Information Act. Skills: Driving skills, Computer, Report writing, People Management, Time Management, Communication (both verbal & written), Management, Customer Relations, Supervisory skills, Presentation skills, Numeracy skills, Analytic skills.
DUTIES	:	Facilitate the provision of UI claims and processing at a Labour Centre. Coordinate the quality assurance of UI applications, registrations and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance, compliance and risk matters for UI at the Labour Centre. Manage resources in the Division.
ENQUIRIES	:	Ms N Getyeza Tel No: (047) 491 0656 Mr M Njamela Tel No: (043) 702 7500 Ms L Nongena Tel No: (039) 254 7201 Mr V Sityana Tel No: (041) 506 5000 Mr S Mshumpela Tel: 049 892 2142 Ms W Koba Tel No: (041) 260 0606 Mr T Mgudane Tel No: (046) 645 7700 Ms N Ntlokwana Tel No: (046) 622 2104 Ms N Mtwa Tel No: (039) 253 1996 Ms N Tetyana Tel No: (045) 807 5477 Mr R Mbali Tel No: (051) 633 2633 Mr L Mduduma Tel No: (043) 761 3151 Ms S Zaula Tel No: (047) 501 5600 Ms N Mvanyashe Tel No: (045) 932 1077 Ms N Mkonto Tel No: (048) 881 3010 Mr LB Mduduma Tel No: (043) 718 8380
APPLICATIONS	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za Deputy Director: Labour Centre Operations IG Building Enesco House NR Hill and Church Streets, East London, 5201. Email: Jobs –ECELN@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street emaXesibeni. Email: Jobs-ECMTA@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045, Gqeberha, 6000. Hand deliver at 116-134 Govan Mbeki Street, Central, VSN Building Gqeberha, 6000. Email: Jobs-ECPLZ@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 342, Graaff-Reinet, 6280, Hand deliver at 63 Church Street, Graaff-Reinet. Email: Jobs-ECGRN@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega. Email: Jobs-ECUHG@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road, Komani. Email: Jobs-ECQTN@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building, Fort Beaufort, 5720. Email: Jobs-ECFOB@labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets, Lusikisiki, 4820. Email: Jobs-ECLSS@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda. Email: Jobs-ECGTN@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 148, Maletswai, 9750, Hand deliver at 80b Somerset Street, Maletswai. Email: Jobs-ECALN@labour.gov.za
Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane, 5219. Email: Jobs–ECMDS@labour.gov.za
Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets, Umthatha. Email Jobs–ECUTT@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre. Email: Jobs-ECCRD@labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce. Email: Jobs-ECKWT@labour.gov.za

POST 32/17 : **SENIOR ADMIN OFFICER: ADMIN SERVICES REF NO: HR 5/1/2/3/26**

SALARY : R413 001 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Management / Public Administration / Office Administration / Business Administration / Business Management. Charted Secretariat Certificate will be an added advantage. 2 years' functional experience in Executive Support / Administration Support within Support Services environment. Knowledge: Public Service Regulations. Governance / Monitoring and Assurance. COIDA. Batho Pele Principles. Technical knowledge. Administration procedures, techniques. Skills Development. Fund Governance and Risk Management. Budgeting and Financial Management. National Treasury Regulations. Legislative Requirements: Public service Act. Public Service Regulations. Skills: Report Writing. Project Management. Planning and Coordination. Communication Skills. Computer Literacy. Customer Services. Stakeholder Coordination. Recording and Scribing. Facilitation. Conflict Management. Planning & Organising. Interpersonal Relationship. Decision Making.
DUTIES : Coordinate the effective implementation of Compensation Fund (CF) improvement initiatives plans. Provide Secretariat Support and Liaise with all relevant stakeholders for sound relations between CF, the Ministry, Parliament. Coordinate licensee performance reporting. Supervision of Staff.
ENQUIRIES : Ms F Fakir Cell: 060 989 8326
APPLICATIONS : Direct your applications to: Jobs-CF9@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration.
NOTE : Priority will be given to Persons with disability, Indians and Whites.

POST 32/18 : **SUPERVISOR: INBOUND REF NO: HR5/1/2/3/27**

SALARY : R413 001 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : An Undergraduate qualification (NQF Level 6) as recognized by SAQA in Communications / Marketing Management / Business Administration / Management / Public Management / Administration / Contact Centre Management / Administrative Management. 2 years' functional experience in

customer care environment. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PFMA, COIDA, POPIA, Promotion of access of Information Access, Public Service Act, Labour Relation Act, National Treasury Regulations). Digital Acumen/Call Centre Functionalities. Call Management. Query Management. Stakeholder Development and Management. Compensation Fund, policies, procedures, processes. Contact Centre vision and objectives. Contact Centre performance requirements. Customer service (Batho Pele Principles). Customer Care Processes and Procedures. Legislative Requirements: Public Service Regulation. Skills: Call management. Data Collection/Capturing. Coaching and Mentoring. Critical and Innovative Thinking. Direction Setting. Performance and oversight. Programme / Project Management. Quality Assurance. Knowledge Management. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations.

DUTIES : Facilitate customer driven quality workflow processes for inbound services. Coordinate and ensure quality resolution of queries for inbound. Attend to all COID services queries and provide feedback. Supervise staff in the unit.

ENQUIRIES : Mr K Shaku Cell: 064 966 0224
APPLICATIONS : Direct Your Applications to: Jobs-CF15@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 32/19 : **SENIOR PRACTITIONER: ORGANIZATIONAL DEVELOPMENT REF NO: HR4/4/3/1SPOD/UIF (X3 POSTS)**
(3-Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Management Services / Operations Management / Production Management / Industrial Engineering / Work Study / Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' experience in Organizational Development (OD) environment. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendments Act (UIA). Unemployment Insurance Contributions Act (UICA). Employment Equity Act (EEA). Organizational Design Job Evaluation/ grading System. Work Study Techniques. DPSA Job Profile Guide. Skills: Financial Management. Communication. Computer Literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.

DUTIES : Design and review the Organisational Structure. Conduct Job Evaluation Process within the fund. Implement Organisational structure, Legislations/Directives. Develop and facilitate signing of job profiles. Supervise resources in the Sub-Directorate.

ENQUIRIES : Mr TF Makhanya Tel No: (012) 337 1545
APPLICATIONS : email: Jobs-UIF15@labour.gov.za

POST 32/20 : **CHIEF SECURITY OFFICER REF NO: HR4/4/08/11**
(One-Year Contract)

SALARY : R338 106 per annum, plus 37% in lieu of benefits
CENTRE : Mmabatho Provincial Office
REQUIREMENTS : Three (3) year National Diploma 9NQF6) / Undergraduate Bachelor Degree (NQF7) in Security/ security Risk Management. Grade B Security Certificate and PSIRA. One-year functional clerical / administrative experience in Security Training Services or Security Management Services. Knowledge: Departmental Policies and Procedures. Criminal Procedure Act. Tender Procedures. Safety and Security. Damage and Loss control. Supply Chain Management. Accommodation procedures. National Strategic Intelligence Act. National Key points Act. Firearms control Act. OHS Act. Access to Public premises and Vehicle Act. Public Finance Management Act. Labour Relations Act. Basic Conditions of Employment Act. Skills: Management Skills. Computer Literacy. Project Management. Innovative. Conflict Resolution and Negotiation. Diversity facilitation. Communication Skills.

DUTIES : Monitor the safety of officials and assets in the Department. Administer access control to the building. Manage control room and key control. Provide

		administration support services for the sub-directorate. Security standby ad after-hours inspection. Manage resources within the division.
ENQUIRIES	:	Ms N Litheko Tel No: (018) 387 8128
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-ASDHRM-NW@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Deputy Director: Human Resources Management
POST 32/21	:	**INBOUND AGENTS REF NO: HR 5/1/2/3/28**
SALARY	:	R280 278 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Certificate. (NQF Level 4). No experience required. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PFMA, COIDA, POPIA, Promotion of access of Information Access, Public Service Act, Labour Relation Act, National Treasury Regulations). Digital Acumen/Call Centre Functionalities. Call Management. Query Management. Stakeholder Development and Management. Compensation Fund, policies, procedures, processes. Contact Centre vision and objectives. Contact Centre Performance requirements. Customer services (Batho Pele Principles). Customer Care Processes and Procedures. Legislative Requirements: None. Skills: Data Collection/Capturing. Call Management. Active listening. Critical and innovative Thinking. Quality Assurance. Service Delivery Innovation.
DUTIES	:	Attend to customer queries for Inbound services. Register and capture COID claims on the operational system. Perform continuous process improvements.
ENQUIRIES	:	Ms W Semahla, Cell: 064 965 8737
APPLICATIONS	:	Direct Your Applications to: Jobs-CF16@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites
POST 32/22	:	**CLAIM PROCESSOR EXEMPTED EMPLOYERS REF NO: HR 5/1/2/3/29**
SALARY	:	R280 278 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 Senior Certificate. Undergraduate qualification (NQF level 6) as recognized by SAQA in Operations Management / Social Science / Public Administration / Public Management / Business Management / Business Administration / Administrative Management / Management / Financial Accounting / Cost and Management Accounting / Production Management / Internal Auditing / Human Resources Management / Nursing). None. Experience in a claims adjudication / social security / Insurance environment would be advantageous. Knowledge: Claims Administration. Claims Registration. Claims Investigations. Claims Management and Legal assessment and settlement. Claims Litigation. Claims Finalisation. Knowledge of Relevant Legislation (Constitution, PFMA, PSRs, NTRs, ILO Conventions, PAIA, POPIA, OHSA, RAFA, Marriage Act, estate Law, UIA, Recognition of Customary Marriages Act, COIDA). Customer Service (Batho-Pele). COIDA Tariffs. Human Anatomy/Biology. Medical terminology. Risk Awareness. Legislative Requirements: COIDA. Skills: Claims/Assessment /Settlement. Post claims management and settlement. Claims handling. Claim verification and validation. Conflict Management. Critical and Innovative Thinking. Communication. Quality Assurance. Service Delivery Innovation. Stakeholder Development & Relations.
DUTIES	:	Provide Register and acknowledge claims. Prepare Compensation claims benefits. Handle claims enquiries. Render administrative duties
ENQUIRIES	:	Mr M Rakgoadi, Cell: 082 314 1994
APPLICATIONS	:	Direct your applications to: Jobs-CF17@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites
POST 32/23	:	**SENIOR SECURITY OFFICER REF NO: HR4/4/08/10** (One-Year Contract)
SALARY	:	R280 278 per annum, plus 37% in lieu of benefits
CENTRE	:	Mmabatho Provincial Office
REQUIREMENTS	:	Matriculation/ Grade 12 / Senior Certificate plus Grade C Security Certificate and PSIRA. One-year functional experience in Security Services environment.

		Knowledge: Evacuation procedures. Minimum Information Security Standards. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Criminal Procedure Act. Control of Access to Public Premises and Vehicle Act. Protection of Information Act. Disaster Management Act. Skills: Verbal and written communication. Interpersonal. Relations. Problem Solving. Conflict Management. Computer Literacy.
DUTIES	:	Ensure support of help desk information services. Monitor control room services. Monitor access control measures and procedures. Ensure delivered orders are accounted for and distributed to relevant recipients. Ensure safety of the building and assets in the building. Monitor and maintain key control system.
ENQUIRIES	:	Mr UT Qambata Tel No: (018) 387 8195
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM-NW@labour.gov.za
POST 32/24	:	**PERSONNEL OFFICER: HR OPERATIONS REF NO: HR5/1/2/3/30**
SALARY	:	R237 453 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Matric/Grade 12 Certificate. A three-year qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Personnel Management and Certificate in introduction to PERSAL system will be added as advantage. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM systems/Learning Systems/Performance Systems etc. Del and Compensation Fund business strategies and goals. Customer Service (Batho Pele Principles). (MS Office package). DPSA guidelines on COIDA). PAJA. COIDA Act, Regulations and Policies. Legislative Requirements: Public Service Regulations. Public service Act. Employment Equity Act. Labour Relations Act. Promotion of Access to Information Act. Skills: Data integrity & Management. Data Gathering, Analysis. Data/Record Management. Computer Literacy. Interpersonal Relations. Communication (Written & Verbal).
DUTIES	:	Administer the filling of vacancies for the Fund. Administer HR Information system. Administer recruitment and selection activities. Safe keep HR records
ENQUIRIES	:	Mr SV Radzuma/Ms CL Mashishi, Cell: 083 510 7469 & 066 473 3913
APPLICATIONS	:	Direct Your Applications to: Jobs-CF18@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites
POST 32/25	:	**SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTC/UIF (X2 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Matric/ Grade 12 certificate. 0 to 6 months experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR System (PERSAL). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.
DUTIES	:	Compilation and processing of accurate payment vouchers within set and allocated timeframes. Monthly DeL claim process processed and paid. Compile weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information.
ENQUIRIES	:	Ms AN Rabothata Tel No: (012) 337 1753
APPLICATIONS	:	email: Jobs-UIF16@labour.gov.za
NOTE	:	EE targets- Priority will be given to Indian Males and Females, White Males and Females as well as persons with Disabilities are encouraged to apply

POST 32/26	:	**SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTC/UIF (X10 POSTS)** (3-Year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Matric/ Grade 12 certificate. 0 to 6 months experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR System (Persal). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.
DUTIES	:	Compilation and processing of accurate payment vouchers within set and allocated timeframes. Monthly DeL claim process processed and paid. Compile weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information.
ENQUIRIES	:	Ms AN Rabothata Tel No: (012) 337 1753
APPLICATIONS	:	email: Jobs-UIF17@labour.gov.za
POST 32/27	:	**REGISRTY CLERK: UIF REF NO: HR/4/4/2/50 (X2 POSTS)** (Three (3) year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu benefits
CENTRE	:	Provincial Office: Eastern Cape
REQUIREMENTS	:	Grade 12/ Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: National Archives Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer literacy, Time Management, Interpersonal, Planning Organizing.
DUTIES	:	Provide counter services. Handle incoming and outgoing correspondence. Render an effective filling and record management services. Process documents for archiving and/or disposal.
ENQUIRIES	:	Mr. TM Ramatsetse Tel No: (043) 701 3000
APPLICATIONS	:	Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management
POST 32/28	:	**SECURITY OFFICER REF NO: HR5/1/2/3/31**
SALARY	:	R201 093 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12 (NQF Level 4). Private Security Industry Regulatory Authority Grade C certificate is required. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PSIRA, PFMA, MPSS, OHS, MISS, Firearm Control Act, Occupational Health and Safety Act (OHS), Criminal Procedure Act). Data and Records Management. Physical Investigations. Ethics and Governance. Risk & Control. Policy and Compliance. Compensation Fund objectives. Fund policies, procedure and processes. Customer Services (Batho Pele Principles). Security Risk Awareness. Security Operations. Legislative Requirement: Control of Access to Public Premises and Vehicle Act (Act 53 of 1985). Minimum Information Security Standard. Minimum Physical Security Standard. Skills: Security operations. Investigation skills. Conflict Management. Communication. Quality Assurance. Risk Management. Service Delivery Innovation.
DUTIES	:	Conduct security control in accordance to policy and procedure. Provide security for equipment, building and premises. Adhere to patrolling procedure
ENQUIRIES	:	Ms CF Mnguni Cell: 082 379 9348
APPLICATIONS	:	Direct your applications to: Jobs-CF19@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration
NOTE	:	Priority will be given to Persons with disability, Indians and Whites

POST 32/29	:	**SECURITY OFFICER REF NO: HR4/4/3/1SO/UIF**
SALARY	:	R201 093 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Grade 12. Grade C. No experience. Registered with Private Security Industry Regulatory Authority (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standards (MPSS). Batho Pele Principles. Public Service Regulation Act (PSR). Departmental policies and procedures. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good Interpersonal relations skills. Communication skills. Customer Care skills.
DUTIES	:	Provide Physical security services. Render information security services. Render access to the building and key control.
ENQUIRIES	:	Ms KM Thobejane Tel No: (012) 337 1651
APPLICATIONS	:	email: Jobs-UIF18@labour.gov.za
NOTE	:	EE targets- Priority will be given to Indian Males and Females, White Males and Females as well as persons with Disabilities are encouraged to apply
POST 32/30	:	**SECURITY OFFICER (X103 POSTS)** (One-Year Contract)
SALARY	:	R201 093 per annum, plus 37% in lieu of benefits
CENTRE	:	Labour Centre: Provincial Office Ref No. HR4/4/08/1 (X13 Posts) Labour Centre: Brits Ref No. HR4/4/08/02 (X13 Posts) Labour Centre: Mafikeng Ref No: HR4/4/08/03 (X13 Posts) Labour Centre: Rustenburg Ref No: HR4/4/08/04 (X13 Posts) Labour Centre: Lichtenburg Ref No: HR4/4/08/05 (X11 Posts) Labour Centre: Klerksdorp Ref No: HR4/4/08/06 (X10 Posts) Labour Centre: Taung Ref No: HR4/4/08/07 (X10 Posts) Labour Centre: Mogwase Ref No: HR4/4/08/08 (X10 Posts) Labour Centre: Potchefstroom Ref No: HR4/4/08/09 (X10 Posts)
REQUIREMENTS	:	Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public Premises and Vehicles Act. Evacuation procedures. Minimum Information Security Standards. Private Security Industry Regulatory Authority (PSIRA) Procedures. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Listening. Computer Literacy. Planning and Organising. Analytical.
DUTIES	:	Control access in and out of the Labour Centre and Provincial Office. Secure the flow of information and assets within the Labour Centre and Provincial Office. Conduct security patrols of the building and offices to ensure the safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
ENQUIRIES	:	Mr A Viljoen Tel No: (018) 387 8195
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho Email: Jobs-SPER-NW@labour.gov.za (Provincial Office) Email: Jobs-SPHRD-NW@labour.gov.za (Brits) Email: Jobs-NW3@labour.gov.za(Mafikeng) Email: Jobs-NW011@labour.gov.za (Rustenburg) Email: Jobs-NW013@labour.gov.za (Lichtenburg) Email: Jobs-NW015@labour.gov.za (Klerksdorp) Email: Jobs-NW8@labour.gov.za (Taung) Email: Jobs-NW@labour.gov.za (Mogwase) Email: Jobs-NW9@labour.gov.za (Potchefstroom)
FOR ATTENTION	:	Sub-directorate: Deputy Director: Human Resources Management

ANNEXURE D

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

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/

CLOSING DATE : 21 September 2026, 16:00. No late applications will be accepted

NOTE : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme.
Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All 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 POSTS

POST 32/31 : **SCIENTIST SPECIALIST: SMALL PELAGIC FISH AND FISHERIES REF NO: FIM 24/2026**

SALARY : R1 570 212 per annum, (OSD)

CENTRE : Cape Town (Foretrust Building)

REQUIREMENTS : PhD (NQF Level 10) in Science /Natural or relevant qualification within the related field as recognized by SAQA. A minimum of ten (10) years relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a Professional Natural Scientist. Theoretical and/or practical

knowledge of fisheries and biological research activities. Small pelagic fish and fisheries resources and sustainable management thereof. Scientific methodologies and models. Scientific research and development. Data analysis and statistics with a strong quantitative focus. Marine biology, fish biology, aquatic vertebrate or invertebrate reproductive biology. Research and development. Knowledge of current states and trends in fisheries research and management (globally). Statistical analysis of data and statistical programming languages. Knowledge of legal compliance. Scientific presentation. Recognized level of expertise. Mentoring, Research and development. Programme and project management. Strategic capability and leadership. Planning, organising and execution. Financial management. Conflict management and People management. Ability to identify research gaps and develop an appropriate research programme. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work under pressure and submit documents to local and international fora within required timeframes. Ability to work long hours voluntarily, under extreme pressure, individually and in a team. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict. Ability and willingness to work at sea.

DUTIES : Perform scientific analysis and regulatory functions: lead, oversee, perform scientific functions and provide strategic research direction that results in knowledge accumulation, progress in scientific applications and technology, relating to small pelagic fish and fisheries. analysis of scientific data (statistical analysis and modelling) fisheries stock assessment on a broad range of fisheries resources; Apply Operational Management Procedures to generate information and scientific advice for sustainable fisheries management. Develop and implement methodologies, policies, systems and procedures: Identify gaps and develop appropriate interventions; Develop working relations with fisheries industry, small scale fisheries, all fisheries right holders. Research and development: Conduct basic and applied research on fisheries stock assessment and management procedures; Perform research/literature studies to improve expertise; Publish and present research findings. Provide scientific support and advice: Provide scientific data, information and advice when required; Develop scientific advice and documentation for sustainable fisheries management. Human capital development: Train, mentor and develop junior personnel on data-analysis related queries; Supervise scientific work and processes. Supervise scientific data archiving and retrieval as appropriate.

ENQUIRIES : Ms Zimasa Jika at 082 332 7943

POST 32/32 : **ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT) (X3 POSTS)**

SALARY : R605 742 per annum

CENTRE : Northern Cape, Kimberley Ref No: FOM56/2026
Western Cape, Bellville Ref No: FOM57/2026
Mpumalanga, Nelspruit Ref No: FOM58/2026

REQUIREMENTS : National Diploma (NQ6) in Forestry or Developmental Studies or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Good interpersonal relations skills. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. A valid Driving license and willingness to travel.

DUTIES : Provide technical advice and support in terms of greening programmes or initiatives. Promote partnerships between government, Non-Government Organisations (NGOs) and private individuals and communities to ensure long term commitment to land under forestry programmes. Promote sustainable use of natural resources on indigenous forest areas on both communal and privately owned land through partnerships with interested and affected parties. Coordinate and facilitate forestry greening and livelihood programmes and

projects. Facilitate the implementation of greening initiatives (Ten Million Trees) programmes. Provide technical support in the development of business plans and source funding for enterprise and livelihoods projects. Facilitate the integration of Forestry Development into Local, Provincial and National Government Development spheres. Participate in the Comprehensive Rural Development and Urban Renewal Programmes. Render support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme.

ENQUIRIES : Western Cape: Mr M Falitenjwa, Cell No: 082 537 5090
Northern Cape: Ms S Lubanga, Cell No: 060 973 1792
Mpumalanga: Ms T Lithole, Cell No: 072 211 7272

POST 32/33 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: PRIORITISED INFRASTRUCTURE PROJECTS 1 REF NO: RCSM25/2026**

SALARY : R518 769 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant qualification within the related field as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Experience in processing EIA decisions and is currently involved in the EIA sector. Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act. Thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an added advantage. EAPASA registration, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure as well as willingness to travel long distances. Must have a valid Driving license.
DUTIES : Review and evaluate EIA Applications. Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department. Assist in administration and monitoring compliance with environmental authorisations issues. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant Standard Operating Procedures (SOPs). Implement approved systems, tools and SOPs related to environmental impact management. Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.
ENQUIRIES : Mr C Agenbach Tel No: (012) 399 9403

POST 32/34 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM22/2026**

SALARY : R518 769 per annum, (OSD)
CENTRE : Cape Town (Sea Point Aquarium)
REQUIREMENTS : Honours Degree (NQF Level 8) in Environmental Management or relevant qualification as recognized by SAQA. Must have a minimum of three (3) years' experience in the relevant field. Knowledge of the Marine Living Resource Act ,1998, South African food and consumer safety legislations related to aquaculture. Knowledge and experience in laboratory audit procedures. Experience in laboratory instrumentation and techniques, sample collection and data analysis. Understanding of aquaculture and food safety controls. Experience in policy and legislation development. Experience in administrative procedures and database development and management. Skills in project and contract management.

DUTIES : Monitor compliance in terms of aquaculture enabling legislation related to food safety. Ensure compliance of authorised marine aquaculture farms with the Aquaculture Marine Fish Food Safety Programme through the ongoing monitoring of shellfish biotoxins, microbiological quality and phytoplankton levels. Monitor and ensure full compliance with relevant laboratories with AMFFSP shellfish monitoring requirements. Render technical advice in drafting and implementation of aquaculture enabling legislation, regulations, policies, food safety programmes and permit conditions. Provide industry stakeholders with technical guidance relating to AMFFSP. Contribute to the drafting of standards/ guidelines and AMFFSP related documents. Finalise and distribute National Regulator for Compulsory Specifications (NRCS) sampling schedule. Contribute to the drafting of MoUs, agreements and contracts in terms of the AMFFSP, as required and manage their implementation, including participation in relevant Project Management Committee meetings. Promote environmental education and awareness related to the Aquaculture Marine Fish Food Safety Programme. Draft food safety reports. Provide inputs into the Aquaculture Yearbook. Organize and undertake site visits to operational marine aquaculture farms and compile reports. Represent the Department and the Food Safety Unit in meetings related to the AMFFSP and related workshops and conference including SPS-TBT meetings and the Aquaculture Industry liaison meetings. Perform administrative and related functions for the Aquaculture Marine Fish Food Safety Programme. Ensure that food safety officials are trained on the job and are being mentored in terms of the AMFFSP requirements.

ENQUIRIES : Mr. A Njobeni at (082) 924 0101

POST 32/35 : **ASSISTANT DIRECTOR: FOREST MANAGEMENT PLANNING REF NO: FOM46/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF Level 6) in Forestry or relevant qualification within the related field as recognized by SAQA. A Minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) (NFA) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) (NVFFA) including other relevant Environmental legislations such as NEMBA and NEMA. Knowledge of Principle, Criteria, Indicators and Standards (PCIS). Knowledge of silviculture and harvesting operation. Knowledge in collection of enumeration data, Forestry planning system, forestry management in the forestry finance/economics. knowledge of Modified Cash Standard. Good Knowledge of governmental administrative procedures (Public Service regulation, Public Service Act, PFMA and National Treasury Regulations, Labour Relations). Sound knowledge of policy development. Intergovernmental and stakeholder relations. Project and programme management. Financial Management. Ability to plan, organize and execute under pressure. Good Communication skill and interpersonal skill. Ability to lead multidisciplinary teams. facilitation and negotiation skills. Computer literacy. A valid Driving license and willingness to travel.

DUTIES : Maintain forest central master growing stock database using Microforest system. Create, modify and disable user account on the Microforest system. Monitor user account activities and report unusual activities to management. Perform a quarterly review of user account for validity. Compile and review Audit Trail Reports. Compile tactical harvesting plans for all plantations in the region by using Microforest tactical planning system. Conduct site visits and coordinate re-mapping of plantations through Geographic Information System (GIS) support services. Supply geographic information to management for annual production planning. Compile forest growing stock management plan. Coordinate and updating of plantation maps and alpha numeric data. Collect and analyse data from regions. Conduct valuation of biological assets. Compile valuation working document and disclose note to submit to Directorate: Financial Management. Calculate cost value and standing value of biological assets (age class and volume summaries). Prepare and provide all documentation (biological assets valuation pack) used for compiling Asset Valuation report to the office of the Auditor General (AG). Analyse and follow up on AG's finding during field verification audits. Develop action plan with regions to address AG recommendations or outcome. Procure the Forestry Detailed Analysis and Cost Benchmark Report document from Forest Economic Services. Conduct technical forest audits. Conduct stock

		enumerations. Schedule enumeration training and train the enumeration teams. Manage processing and auditing of enumerations according to the policy. Analyse and correct processed enumeration data.
ENQUIRIES	:	Ms. T Dlungwana Tel No: (012) 309 5705
POST 32/36	:	**ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: CFO27/2026**
SALARY	:	R487 197 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma (NQF Level 6) in Supply Chain Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Supply Chain Management or relevant field. Knowledge of Procurement and business practices, strategic planning and budgeting. Ability to control and manage the acquisition of services and Demand Plan of the department. Ability to develop, interpret and apply policies, strategies and legislation. Ability to gather and analyse information. Ability to work individually and in a team. Problem identification and solving skills. Organisation and presentation skills. Interpersonal and diplomacy skills, decision-making skills, negotiation and conflict management.
DUTIES	:	Ensure proper administration and coordination of approved Procurement Plan. Facilitate the submission of procurement plan to National Treasury by 31 March each year. Ensure proper coordination of drafting terms of reference/specification. Provide support to line function for the approved initiation of the procurement process. Manage the nominations of suppliers from CSD for RFQ for all compliant user request within 3 working days receipt. Consolidate and submit the quarterly reports of procurement plan Execution. Facilitate the submission of inputs for MPAT. Conduct Suppliers and chief user's workshop.
ENQUIRIES	:	Ms Felicia Maleho Tel No: (012) 399 8577
POST 32/37	:	**ASSISTANT DIRECTOR: NURSERY MANAGEMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT REF NO: FOM60/2026**
SALARY	:	R487 197 per annum
CENTRE	:	Limpopo (Rusplaas)
REQUIREMENTS	:	National Diploma (NQF Level 6) in Forestry/ Environmental Science/ Natural Resources Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of Housing Management, and Operations Management. Knowledge of the function of different departments and levels of government. Government business practices and policies. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. Client Orientation and Customer Focus. Good interpersonal relations skills. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. A valid Driving license and willingness to travel.
DUTIES	:	Manage plant production activities. Develop and implement annual plan of operation. Ensure seed collection, treatment and storage. Ensure propagation of good quality seedlings. Ensure tendering and watering of plants. Oversee continuous production and maintenance of the Nursery. Ensure maintenance of the infrastructure, transplanting of seedlings and fertilising and watering plants. Manage the implementation of control programs for weeds, insects, pests and diseases. Render support on the implementation of greening programme. Provide support for the coordination of activities on Forestry Awareness Campaign and Empowerment. Conduct awareness campaigns and greening information sessions. Distribute trees and promotional materials. Coordinate and monitor tree planting and monitor survival of trees. Provide general administration support services. Name, tag and count all the plants. Ensure revenue collection in line with Standard Operating Procedures. Provide support during stocktaking at the Nurseries. Provide information to the Public. Ensure that production materials are procured. Compile reports as required. Develop and maintain database for trees inventory.
ENQUIRIES	:	Ms T Lithole, Cell No: 072 211 7272

POST 32/38 : **SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: CFO26/2026 (X2 POSTS)**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF Level 6) in Supply Chain Management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in Supply Chain Management or relevant field. Knowledge of demand management process, procurement and business practices. Ability to control and administer database of the department. Ability to work individually and in a team. Ability to work with difficult people and problem identification to resolve conflicts. Organisation and presentation skills. Interpersonal and diplomacy skills, decision-making skills, negotiation and conflict management.
DUTIES : Coordinate the administration of the Approved Procurement Plan. Facilitate the submission of procurement plan to National Treasury. Administer and coordinate the drafting of terms of reference/specification. Administer and coordinate the drafting of terms of reference/specification. Administer and coordinate an effective and compliant quotation administration to ensure efficient service delivery. Facilitate the administration and conducting of price negotiations with service providers. Report on the procurement plan execution submitted on time. Report on execution of the procurement plan to National Treasury. Coordinate and conduct supplier workshops.
ENQUIRIES : Ms Felicia Maleho Tel No: (012) 399 8577

POST 32/39 : **SENIOR FORESTRY REGULATION OFFICER (X2 POSTS)**

SALARY : R413 001 per annum
CENTRE : Mpumalanga / Limpopo Ref No: FOM68/2026
Eastern Cape Ref No: FOM67/2026
REQUIREMENTS : National Diploma (NQF Level 6) in Forestry or Environmental Management/Sciences or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years' experience in Forestry or relevant field dealing with natural vegetation. Knowledge of National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998). Computer Literacy. Excellent communication skills (verbal, presentation and report writing). Interpersonal relations skills. Ability to apply policies. Ability to work independently and in a team. Ability to work under pressure, and conflict management and resolution. Ability to collect and interpret information and reports. A valid Driving License and willingness to travel.
DUTIES : Implementation of National Forests Act (NFA). Processing and administration of NFA licenses for all forms of forest resources and protected trees. Monitor compliance. Ensure enforcement of the Acts. Evaluation of Environmental Impact Assessments (EIA) affecting natural forests and protected trees. Implementation of National Veld and Forest Fires Act (NVFFA). Establish and coordinate processes for formation and amalgamation of Fire Protection Associations (FPAs). Promote the well-being of FPA's. Implementation of integrated veld fire management plans. Ensure effective planning and support of relevant operations. Organize, facilitate, and coordinate stakeholder participation. Implementation of awareness campaigns on the NFA and NVFFA and provide information services. Provide administration support services within the Unit. Compile and submit monthly and quarterly reports.
ENQUIRIES : Mpumalanga/Limpopo: Ms. N Mudau, Cell No: 0665660640
Eastern Cape: Mr. T Vetsheza, Cell No: 0663750153

POST 32/40 : **OFFICE ADMINISTRATOR III REF NO: FOM72/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF level 6) in Office Management / Public Management or relevant qualification within related field as recognised by SAQA. A minimum of two (2) years' experience in Administration/Office environment or related field. Knowledge of administration procedures. Knowledge of financial and project management. Knowledge of Public Service and departmental procedures and prescripts. Knowledge of Batho Pele Principles. Knowledge of

minutes taking. Computer literacy. Sound organising and planning skills. Presentation and facilitation skills. Communication skills (written and verbal). Interpersonal skills. Ability to work long hours voluntarily. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Ability to work with limited supervision. Ability to share knowledge.

DUTIES : Render secretarial support to the DDG's office. Ensure no clashes of dates and confirm all appointments prior to the appointment. Diaries all appointments for the DDG's. compile minute during the DDG's meetings and ensure distribution thereof. Provide administrative support to the DDG's Office. Administer leave. Provide support with consolidation and alignment of monthly reports, Parliamentary Questions, EDMS Referrals, Quarterly reports, or any ad-hoc requests for inputs. Receive and distributing confidential documents. Provide document management support in the DDG's Office. Draft correspondence Record all incoming and outgoing correspondence from the DDG in the register book. Drafting and amending of submissions where required and compiling of reports. Render and coordinate logistical arrangement support services for the DDG. Coordinate logistical arrangements for the meetings/workshop (confirm the date, time, and venue for the meeting). Obtain petty cash for purchasing of refreshments. Provide Client Liaison support services. Undertake proper screening of calls and management of e-mails. Provide response to the queries and handle classified documents according to the security regulations. Internal liaising with officials to provide good response to the queries.

ENQUIRIES : Ms. B Shibambo, Cell No: 060 973 2176

POST 32/41 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO FIM23/2026**

SALARY : R357 597 per annum, (OSD)
CENTRE : Cape Town (Sea Point Aquarium)
REQUIREMENTS : Bachelor's degree (NQF Level 7) or National Diploma (NQF Level 6) in Environmental Management/ Natural Science as recognized by SAQA. Must have a minimum of one (1) year experience in Natural Science or related field. Knowledge of the Marine Living Resource Act ,1998, and Public Finance Management Act. Knowledge of environmental management principles, laboratory procedures and data analysis. Understanding of environmental impact assessment and environmental monitoring for aquaculture. Experience and knowledge of policy and legislation development. Knowledge of project management. Skills in planning and execution.

DUTIES : Implement integrated coastal and inland fisheries management by providing input into the process of developing guidelines, risk assessments and designating aquaculture development zones. Contribute to bid processes for aquaculture development and monitoring projects. Provide inputs into programmes and guidelines for sustainable aquaculture development and environmental monitoring. Provide technical advice for aquaculture development zone aquaculture management committees and consultative forum in terms of environmental management and monitoring of the environment. Provide technical inputs and advisory for integrated environmental management relate to aquaculture. Contribute to the amendment and development of legislation in the context of environmental management pertaining to aquaculture. deliver presentations on aquaculture and create posters for awareness purposes. Provide support to facilitate integrated pollution and waste management for finfish farms. Provide advice to existing/new entrants into aquaculture. provide inputs into the development of awareness and educational materials for aquaculture and dissemination of information as required. Perform administrative and related functions. Contribute to monthly technical reports for the sub-ordinate in terms of environmental monitoring, including challenges/blockages where applicable to be addressed. Obtain, validate farm data related to environmental carrying capacity for aquaculture zones and assist with data capturing.

ENQUIRIES : Mr. A Njobeni at (082) 924 0101

POST 32/42 : **ADMINISTRATIVE OFFICER REF NO: FOM07/2026**

SALARY : R338 106 per annum
CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF Level 6) in Public Management / Office Management or relevant qualification within related field as recognised by SAQA. A minimum of one (1) year of experience in Administration / Office Environment or a related field. Knowledge of administrative/clerical procedures. Knowledge of Logis and BAS. Financial and Procurement Procedures. Knowledge of departmental procedures and prescript/policies. Computer literacy. Sound organising and planning skills. Good communication skills (Verbal and Written). Ability to prioritise workload. Ability to work long hours voluntarily and under extreme pressure. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict.

DUTIES : Provide administrative and logistical support to the Directorate. Arrange meetings and make bookings for conferences and workshops. Make travel arrangements for the Director. Maintain and oversee the filing system of the Directorate. Provide financial administration support to the Directorate. Procure goods and services using approved procedures. Ensure that orders are created, and invoices are paid timeously. Provide administration support to the Directorate. Compile documents in preparation for quality assurance visits to projects. Prepare files for submission approval. Provide inventory support to the Directorate. Maintain and update the Directorate's asset register.

ENQUIRIES : Ms M Phaahle, Cell No: 066 487 7030

POST 32/43 : **ADMINISTRATION CLERK REF NO: ODG05/2026 (X2 POSTS)**

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate. A post-matric qualification and relevant experience in administration will be an added advantage. Knowledge of administrative procedure. Knowledge of public service prescripts and procedures. Knowledge of procurement policies and procedures. Thorough knowledge of financial management and supply chain management procedures. Computer literacy. Good communication skills (written and spoken). Report writing skills. Good interpersonal relations skills. Sound organising and planning skills. Ability to work long hours voluntarily and plan under pressure. Ability to gather and analyse information. Ability to adhere to policies, work independently, and work in a team.

DUTIES : Provide administrative and logistical support to the Directorate: receive and register incoming and outgoing correspondence. Laise with public entities in relation to the submission of Strategic Plans, Annual Performance Plans, and Shareholder Compact. Conduct the preliminary analysis of the draft performance plans against the guidelines. Arrange monthly and quarterly meetings for the Directorate. Assist with the draft minutes of the Directorate meetings and follow-up on the action list. Send out reminders to public entities for the submission of the quarterly performance reports and the Portfolio Committee presentations. Distribution of the Portfolio Committee presentation and Parliamentary questions to the public entities. Sent correspondence to the public entities and follow up on outstanding matters. Assist with petty cash requests and procurement of goods and services. Distribution of documents in a prompt and confidential manner. Make travel arrangements for the officials. Consolidate and facilitate travel claims for the Directorate. Maintain and oversee the filling system of the Directorate. Assist with the management of finances within the Directorate. Procurement of goods and services using the correct procedures. Prepare quarterly financial and non-financial performance reports for the Directorate.

ENQUIRIES : Ms K Lephogole Tel No: (012) 399 9893 / Mr M Madingwane Tel No: (012) 399 9880

POST 32/44 : **ADMINISTRATION CLERK: GREENING AND LIVELIHOODS REF NO: FOM50/2026)**

SALARY : R237 453 per annum
CENTRE : Northern Cape (Upington)
REQUIREMENTS : Grade 12 (NQF Level 4) certificate. No experience required. Basic Knowledge of Public Services Regulation and PFMA. knowledge of procurement processes. Organizing and planning skills. Record keeping skills. Computer skills and communication skills. Good interpersonal relations skills. Ability to communicate with people at different levels. Ability to apply policies. Ability to work individually and in a team. Ability to work under extreme pressure. Ability

to work with difficult people and ability to resolve conflicts. Be responsible and have sound work ethics.

DUTIES : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and information. Update registers and render administrative services. Handle routine enquiries, make photocopies, receive, or send emails. Distribute documents / packages to different stakeholders as a need arises. Maintain the filing system for the office. Type documents and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the office. Provide supply Chain Clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Keep and maintain asset register of the component. Provide logistical support services. Keep and maintain leave registers, personnel records and attendance register for the office. Facilitate bookings for travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure. Verify correctness of subsistence and travel claims of officials, vehicle documents and submit to managers for approval. Handle telephone accounts and petty cash for the State Nursery and Regional Office.

ENQUIRIES : Mr. S Vutha, Cell: 063 750 3771

POST 32/45 : **FORESTY SERVICE AID: WOODLANDS INDIGENIOUS FORESTMANAGEMENT REF NO: BC16/2026**

SALARY : R144 024 per annum
CENTRE : KwaZulu Natal (Mzimkhulu Estate)
REQUIREMENTS : Grade 09 (NQF level 1) or equivalent qualification. No experience required. Knowledge of planting, firefighting, coppice reduction Communication skills, interpersonal skills and listening skills. Planning and execution, Interpersonal relations, acceptance of responsibility, teamwork and self-discipline.

DUTIES : Render Silviculture functions within plantations and indigenous forests. Rehabilitate degraded sites. Conduct the marking of plots, counting and marking of trees, coppice reduction. Update the variety of registers regarding the aspects of work, planting, weeding/manual/chemical, maintain conservation zones, removal of alien species. Perform fire protection and suppression duties. Control pest/ weed infection, protect infrastructure. Infrastructure maintenance. Render harvesting services: conduct log marking and pole measuring. Propagate plants and trees: conduct record keeping of plants/trees. Produce and process poles, cutting/drying/treatment of poles, provide support in selling poles.

ENQUIRIES : Mr GW Mnguni at 066 165 6908

POST 32/46 : **GROUNDSMAN: GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT LIMPOPO REF NO: FOM53/2026**

SALARY : R144 024 per annum
CENTRE : Limpopo (Rusplaas Nursery, Lebowakgomo)
REQUIREMENTS : Grade 09 (NQF level 1) or equivalent qualification. No experience required. Knowledge of National Forestry Act 84 of 1998, National Veld, Fire Forestry Act 101 of 1998 (NVFFA) and Occupational Health and Safety Act. Problem solving skills. Interpersonal skills. Ability to work long hours voluntarily, work individually and in a team. Good interpersonal relations skills, creativity, and ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES : Perform routine activities in respect of grounds, irrigate and water plants lawns. Conduct weeding and weed control. Prune and trim plants, performance cutting, seeding and transplanting of plants. Mow lawns, dispose of organic waste, dig compost, dig, spray and maintain seedling beds and edges. Perform general routine activities in respect of infrastructure support. Seeds collection. Cleaning of seeds. Seed pre-sowing treatment. Preparation of seedling trays. Sowing of seed. Preparation and sowing of cuttings. Ensure planting and transplanting of seedlings and trees. Filling of planting bags with soil. Prepare space in beds for transplanting. Transplanting of seedling from trays to bags. Transplanting of trees from small to bigger bags. Packing of transplanted trees. Provide general labour in the nursery. Mixing of sand and compost. Manual and chemical weed control. Irrigation of seedlings and trees. Assist with stocktaking. Tagging of plants correctly. Check seedlings and plants for pests

and diseases. Assist the customers coming to buy trees. Responsible for the tools allocated. Report any damage in the nursery to the Foreman. Ensure the use, cleaning and basic maintenance of tractor and dumper. Move sand and compost to the tables or beds. Move seedlings, crates and tree. Keep equipment and machinery clean after use.

ENQUIRIES : Ms. Tshepo Ramasobana at 066 282 5094

ANNEXURE E

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

APPLICATIONS	:	Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	18 September 2026
NOTE	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All 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 2 months 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 POSTS

POST 32/47	:	**PROJECT MANAGER: JOBS FUND PMU REF NO: G15/2026** Term: 24 Months Fixed Term Contract
SALARY	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor Degree / Advanced Diploma / BTech Degree (NQF 7) in Development Finance, Economics, Business Management, Project Management, Project Finance, or a related field. A postgraduate qualification (NQF 8) in Development Finance, Economics, Business Management, Project Management, or Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 of which at a management level.
DUTIES	:	The purpose of this role is to lead the planning, management, organisation and monitoring of project implementation within the Jobs Fund (JF). The role also contributes to the Jobs Fund's knowledge and learning agenda by supporting evidence-based insights, continuous improvement and shared learning across projects. Project Management: Manage project plans, deliverables, financials, dependencies and outcomes of assigned projects, to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems and delays. Manage the successful implementation of projects for the full cycle of each project, including quality maintenance of project records and documentation; guidance and direction in terms of Fund objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support data population and manage information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, and review progress against milestones and targets. Do a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist

with ensuring that governance requirements of professional project management and those applicable to the National Treasury are adhered to. Make recommendations aligned with the project specifications, ensuring that the specifics of the project are being adhered to. Strategic Management and Planning: Manage projects and portfolio activities in line with strategies and policies. Design and implement strategic management and planning activities as directed. Financial Management: Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the JF to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Stakeholder Engagement: Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders. Competencies required: Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Commitment to Learning: Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Concern for Quality and Order: The 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, and setting up and maintaining an information system. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view 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. Emotional Intelligence: The 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. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. 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. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions, with an emphasis on youth employment. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of

policies, legislation and service delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding procurement, contract management and services payment; Jobs Fund and grants management; and labour management and employment in South Africa. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets, including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design, and conducting of due diligence exercises and project audits. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. 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); or challenging goals one has set, or even what anyone has ever done (innovation). 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: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The 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.

ENQUIRIES : HR Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

POST 32/48	:	**DIRECTOR REF NO: DHET 02/09/2026** Branch: Skills Development Chief Directorate: Indlela Directorate: Training And Assessment Centre
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE	:	Olifantsfontein
REQUIREMENTS	:	An appropriate Bachelor's Degree/ Advanced National Diploma (NQF level 7) in Management or Engineering related qualification. An artisan trade qualification and experience as an artisan assessor, trainer and moderator would be an advantage. Five to ten years' work experience in the skills development sector. A minimum of five years at middle/senior management experience with artisan development. 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. Excellent computer skills and the ability to develop basic online applications for general use. A valid driver's license and willingness to travel. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge: Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management skills. Communication inclusive of Presentation skills. ICT Management inclusive of Systems Development Planning. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation.
DUTIES	:	will include: Develop, implement, and maintain a recapitalization and modernization project for INDLELA through a User Asset Management Plan (UAMP) in collaboration with Department: Public Works.· Develop, implement, and maintain policies, procedures and guidelines that ensures that INDLELA is accredited by Quality Council for Trades and Occupations for a range of relevant occupational qualifications and part qualifications.· Develop, implement, and maintain policies, procedures and guidelines that ensures that INDLELA achieves and maintains ISO Standards for Quality (ISO 9001), Occupational Health and Safety (ISO 9018) and Environmental Control (ISO 9014).· Develop and implement processes to ensure that there is continuous development of relevant INDLELA staff to maintain quality standards of training and assessment.· Collaborate with public TVET College system and processes to ensure that INDLELA is aligned and supports the TVET System nationally.· Manage at a senior management level the efficient, effective, and economic collaboration between INDLELA and the centralized services located at DHET in Pretoria. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry

assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/49 : **DIRECTOR: TEACHER EDUCATION REF NO: DHET 03/09/2026**
Branch: University Education
Chief Directorate: Teaching, Learning and Research Development

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education and Training Development / Teaching / or a related qualification. A minimum of five (5) years relevant experience at middle / senior management level in Education Management/ Higher Education environment; Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge and understanding of policies and regulatory frameworks governing the basic and higher education sector; Advanced experience in interpretation, development, and implementation of teacher education and development policies; An extensive knowledge of, and insight into initial teacher education (ITE) and continuing professional development (CPD) of early childhood and schooling teachers, community education and technical and vocational lecturer education practices, policies, qualifications, and programmes; Extensive knowledge of quality assurance processes and mechanisms in higher education; The ability to develop, support and monitor the implementation of policies and programmes; The ability to work in collaboration with other government departments, with quality councils, universities, and other relevant role-players; Good computer skills. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbal and good computer skills. A valid driver's license.
DUTIES : Lead and manage the Department of Higher Education and Training's responsibilities with respect to developing, maintaining, supporting, and monitoring the implementation of policies for initial teacher education and continuing professional development of education professionals. Conceptualise and implement programmes and projects to strengthen early childhood, schooling, community education and training (CET) and technical and vocational training (TVET) college lecturers' teacher education programmes and qualifications at universities. Contribute to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED) and the National Policy Framework for Teacher Education and Development (NPFTED). Provide strategic support

to the sector through the Provincial Teacher Education Development Committee (PTEDC). Monitor teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform teacher production planning. Have constant engagements with the Department of Basic Education (DBE) and universities on various matters of interest in the sector. Draft speeches, briefing notes and replies to parliamentary and media questions. Collate inputs for Medium Term Development Plan (MTDP). Prepare and make presentations to different stakeholders. Travel extensively and attend meetings with universities, stakeholders, and partners for various purposes. Manage and monitor the Directorate, the Teaching and Learning Development Capacity Improvement Programme (TLDCIP) and partner- and donor-funded projects' budget and expenditure. Prepare quarterly reports as per annual performance plan (APP) and ensure the compilation of annual report and strategic plan of the Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/50 : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET 04/09/2026**
Branch: Community Education And Training

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

CENTRE : Northern and Western Cape Regional Office

REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A relevant postgraduate degree in Education or related qualification (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10 years of experience in the Post-School Education

and Training sector and five (5) years' experience at middle/senior managerial level. In PSET consideration will be given to candidates with proven management experience working in PSET. Understanding and knowledge of prescripts and legal frameworks applicable to the PSET sector will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's license is essential.

DUTIES : Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (council, SRC, Academic Board) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation".

Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/51 : **PRINCIPAL: FALSE BAY TVET COLLEGE REF NO: DHET 05/09/2026**
Branch: Technical And Vocational Education And Training

SALARY : R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : False Bay TVET College, Cape Town
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A relevant postgraduate qualification in the Post Schooling Education and Training sector will be an added advantage. A minimum of eight (8) years' experience within the Post School Education and Training sector and five (5) years' experience at middle/ senior managerial level. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management, and development. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in training and development or a related environment. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and

a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

OTHER POSTS

POST 32/52 : **DEPUTY PRINCIPAL: CORPORATE SERVICES REF NO: DHET 06/09/2026**
Branch: Community Education And Training
Gauteng Cet College

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : This post is based in Community Education and Training (CET) Colleges
REQUIREMENTS : An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.
DUTIES : Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare

quarterly reports as per annual performance plan and ensure the compilation f the annual report and strategic plan of the college. Encourage and builds an organisational climate conductive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organisation, and delegation of work. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/53 : **DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (X2 POSTS)**
Branch: Community Education And Training

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

CENTRE : Johannesburg Ref No: DHET 07/09/2026
Bloemfontein Ref No: DHET 08/09/2026

REQUIREMENTS	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A minimum of five (5) years of working experience in Technical and Vocational Education and Training (TVET) or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence.
DUTIES	:	The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/54 : **DEPUTY DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (X2 POSTS)**
Branch: Technical Vocational Education And Training

SALARY : R1 101 468 per annum Level 12), (all-inclusive remuneration package)
CENTRE : Limpopo Regional Office Ref No: DHET 09/09/2026
Northern And Western Cape Regional Office Ref No: DHET 10/09/2026

REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A minimum of three (3) to five (5) years of working experience in Technical and Vocational Education and Training (TVET) or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence. DUTIES: The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

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a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/55 : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (X2 POSTS)**
Branch: Technical Vocational Education And Training

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

CENTRE : These posts are based on Technical and Vocational Education and Training (TVET) Colleges
West Coast TVET College Ref No: DHET 11/09/2026
South Cape TVET College Ref No: DHET 12/09/2026

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five three (3) to (5) years relevant experience with at least three (3) to five (5) years of relevant experience at the junior management level in an education and training environment. Experience in working at CET/ TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategy Vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing TVET/CET Colleges in South Africa. Thorough knowledge of the student/information management system concerning education and training. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme and qualification offerings. Guide, inform, and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery, accommodate the students with support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic

stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions. Ensure that the 12 targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the TEVT/CET Monitoring and Evaluation Policy. Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for students and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

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CLOSING DATE : 18 September 2026

POST 32/56 : **DEPUTY PRINCIPAL: CORPORATE SERVICE (X3 POSTS)**
Branch: Technical And Vocational Education And Training

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

CENTRE	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges Boland TVET College Ref No: DHET 13/09/2026 Gert Sibande TVET College Ref No: DHET 14/09/2026 East Cape Midlands TVET College Ref No: DHET 15/09/2026
REQUIREMENTS	:	An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.
DUTIES	:	Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare quarterly reports as per annual performance plan and ensure the compilation f the annual report and strategic plan of the college. Encourage and builds an organisational climate conductive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organisation and delegation of work. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates

will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/57 : **DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS REF NO: DHET 16/09/2026**
Branch: Technical And Vocational Education And Training
Directorate: TVET Institutional Funding
(This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree in Commerce/Advanced Diploma or equivalent qualification in Economics/Accounting and/or Financial Management. A minimum of three (3) to five (5) years, preferably in funding frameworks and policies with at least three (3) to five (5) years of work experience at the Junior Management level. Extensive knowledge and insight into the education policies and legislations for public colleges. Experience in financial management in a government environment will be an added advantage. Policy analysis, development, and implementation skills. Knowledge of the policies or legislative framework in Technical and Vocational Education and Training Colleges, Public Finance Management Act. Good financial analysis and research skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literacy; with extensive knowledge of MS Word and Excel skills. A postgraduate degree or Diploma in Economics or Finance will be an added advantage. Willingness to travel and a valid driver's license.

DUTIES : Develop the Programme funding policy in support of education and training delivery in TVET Colleges and monitor its implementation. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Gather, analyse, and utilise data for the development of national Norms and Standards for Technical and Vocational Educational and Training Colleges. Research and analysis of emerging issues to inform the development and the review of funding norms. Benchmarking against other financing policies globally. Research and analysis of emerging issues to inform development and the review of programme funding norms and standards. Plan the equitable distribution of funding in support of policies for education and training delivery in the Technical and Vocational Educational and Training Colleges. Manage models for planning equitable pro-poor funding. Determining required education inputs. Analyse and interpret emerging and evolving conditions for review of the funding policies where circumstances demand and/or at certain intervals. Manage the development, review, and implementation of an equitable funding framework for Training and Vocational Educational and Colleges. Manage and monitor implementation to ensure compliance with the funding norms. Facilitate reporting on the implementation of the funding policy to identify areas for improvement as well as maintain and sustain best practices. Analyse, interpret and apply both financial and non-

financial data for financial policy development. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/58 : **DEPUTY DIRECTOR: ASSESSMENT ADMINISTRATION REF NO: DHET 17/09/2026**
Chief Directorate: Indlela
Branch: Skills Development

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

CENTRE : Olifantsfontein

REQUIREMENTS : An appropriate bachelor's degree or equivalent qualification in Business Management, Public Management, Business Administration or equivalent. A minimum of three (3) to five (5) years' appropriate experience in a Junior Management/ Assistant Director in administration environment. At least three (3) to five (5) years work experience in office administration in a supervisory capacity, Knowledge: Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook) Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Logistics and Supply Chain Management, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management and Financial skills. Communication inclusive of Presentation skills. Strategic Management skills.

Logistics management skills. Change management skills. Risk management skills. Basic supply chain processes and understanding. Computer literacy.

DUTIES : Develop and maintain INDLELA assessment management systems, effective control of assessment documents and effective recording, compilation and reporting of the assessments results. This includes: Implement and maintain a candidate trade testing administration system inclusive of fee mechanism and trade test scheduling in line with the trade test regulations ;Ensure that all trade test applicants are given feedback on trade test results and certification inclusive of responses to enquiries: Submit all necessary documentation to NAMB for recommendation of certification: Submit reports on registration and completions to NADSC and Management as required: Investigate and report on any irregularities and/or fraud within administration process and represent DHET at relevant legal processes in collaboration with DHET Legal Unit: Coordination of centralized functions of HR, ICT, supply chain, assets, security as well as support functions: facilities management, maintenance, auxiliary services and transport related to INDLELA day to day operations.: Apply good governance and HR management principles. Maintain effective risk management within the unit. Implement corrective measures as per reports from internal audit and the office of the Auditor General. Preparation and submission of Medium-Term Expenditure Framework in puts (MTEF), Estimated National Expenditure (ENE) and Adjusted Estimated National Expenditure (AENE) annual. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

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CLOSING DATE : 18 September 2026

POST 32/59	:	**DEPUTY DIRECTOR: ELECTRICAL REF NO: DHET 18/09/2026** Chief Directorate: Indlela Branch: Skills Development
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE	:	Olifantsfontein
REQUIREMENTS	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Electrical engineering or related qualification, Recognized South African Trade Qualification in an Electrical -related trades (Electrician, Millwright, Instrumentation, Electronics) Assessor as well as a Moderator Certificate and a valid Driver's license. Registration with the National Artisan Moderation Body as an assessor/moderator will be an advantage. A minimum of three (3) to five (5) years of industry-related workplace experience after qualifying as an artisan and three (3) years' management experience in Artisan Development (Training, ARPL and Trade Testing). Willingness to travel Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the Electrical environment. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of the Quality Council for Trades and Occupations and the National Artisan Moderation Body. Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.
DUTIES	:	Maintain and manage accreditation status for trade testing, ARPL in Electrical and liaise with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in Electrical environment, implement, and maintain internal quality assurance. Monitor and conduct internal and external moderation. Effective management and utilization of resources as well as supervising and development of staff within the unit. Effective planning, control of finances, budgeting and procurement of testing resources in Electrical workshops. Ensure workshop area is safe and conducive to quality trade testing and ARPL services in Electrical trades. Identify and manage risk within the unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course

visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/60 : **DEPUTY DIRECTOR: OCCUPATIONAL QUALIFICATIONS DELIVER REF NO: DHET 19/09/2026**
Chief Directorate: Indlela
Branch: Skills Development

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Management or Engineering related qualifications. An artisan trade qualification and Experience as an artisan assessor, trainer and moderator would be an advantage. A minimum of three (3) to five (5) years' relevant experience in skills development, TVET, or occupational qualifications environment and three (3) years at a junior management level or Assistant Director. Sound knowledge of Post-School Education and Training (PSET) system, including Occupational Qualifications, SETAs, TVET colleges, and workplace-based learning. Knowledge of relevant legislative and policy frameworks such as the Skills Development Act, Occupational Qualifications Sub-Framework (OQSF), and the White Paper for Post-School Education and Training. Understanding of the District Development Model (DDM) will be an added advantage. Good coordination, stakeholder management, monitoring and evaluation, report writing, and project management skills. Computer literacy and a valid driver's license.

DUTIES : Coordinate, support, monitor, and evaluate the implementation of Occupational Qualifications (OQs) in partnership with relevant stakeholders. Facilitate and support the participation of SETAs, State-Owned Companies (SoCs), government departments, Provincial Skills Development Forums (PSDFs), and industry partners in the provision of workplace-based learning opportunities for A21 learners. Coordinate and support the phased-out implementation of NATED N1–N3 Engineering programmed in collaboration with the TVET Branch, QCTO, and other stakeholders. Support the implementation of the District Development Model (DDM) for the development of artisans and entrepreneurs. Coordinate the development and delivery of the Pre-Vocational Learning Programmed (PLP) for engineering programmers. Provide operational support and coordination to the Occupational Qualifications Delivery (OQD) Sub-Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

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CLOSING DATE : 18 September 2026

POST 32/61 : **DEPUTY DIRECTOR: AUTOMOTIVE REF NO: DHET 20/09/2026**
Branch: Skills Development
Chief Directorate: Indlela

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Automotive Engineering or equivalent qualification. Qualified Artisan in Auto-related trade Be in possession of Assessor and Moderator certificate. A minimum of Five (5) years supervisory and technical training or trade test experience after qualifying as an Artisan. Valid driver's license. Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Good knowledge of the Skills Development Act, National Qualification Framework, Occupational Qualifications Sub Framework, Occupational Health and Safety Act. Good knowledge of trade test regulations, Artisan recognition of prior learning (ARPL) processes, quality assurance and accreditation processes within trade testing. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit Ability, to implement and comply with related artisan policies and procedures, manage and assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint).
DUTIES : Manage ARPL technical evaluation and trade tests of candidates in relevant trades (Automotive fields). Manage moderation of trade tests in the automotive-related trades to ensure fair results. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Manage performance training and development of staff. Manage the budget and procurement process of the automotive division. Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act, Act as Liaison Officer between INDLELA and Stakeholders. and Maintain accreditation of the automotive unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/62 : **DEPUTY DIRECTOR EMPLOYEE HEALTH AND WELLNESS REF NO: DHET 21/09/2026**
Branch: Corporate Services
Directorate: Employee Health And Wellness Programmes

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An Undergraduate Bachelor's Degree / Advanced Diploma qualification (NQF Level 7) in Human Resource Management / Social Work / Psychology / Occupational Health / Public Health as recognized by SAQA. Registration with statutory bodies like South African Council for Social Services Council Professions (SACSSP) as a social worker; Health Professions Council of South Africa as registered counsellor/ clinical psychologists. 3–5 years' experience at Junior Managerial level (ASD) in Employee Health and Wellness environment. Knowledge: Public Service Act, Public Service Regulations, Batho Pele Principles, DPSA Employee Health and Wellness Strategic Framework, Occupational Health and Safety Act, HIV & AIDS and TB management policies. Skills: Programme and project management, financial management, Communication and interpersonal skills, Presentation and Analytical skills, Facilitation, Policy Development, Strategic planning and Problem-solving. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : Manage the development and implementation of Employee Health and Wellness Strategy and Programmes, Lead the development and review of the Employee Health and Wellness (EHW) Strategy aligned to departmental strategic objectives, Oversee the implementation of EHW programmes (wellness, HIV & AIDS, TB, mental health, etc.),Ensure alignment with DPSA EHW Strategic Framework and other relevant prescripts, Develop annual implementation plans and monitor programme delivery, Integrate EHW initiatives with broader HR and organisational development strategies, Identify

emerging wellness risks and design appropriate interventions, Manage Employee Wellness and Health Promotion Programmes, Oversee implementation of employee wellness programmes (e.g. health screenings, awareness campaigns), Ensure provision of Employee Assistance Programme (EAP) services, Promote mental health and psychosocial support initiatives, Monitor utilisation and effectiveness of wellness services, Coordinate wellness events and campaigns (e.g. World AIDS Day, Mental Health Awareness), Ensure confidentiality and ethical standards in employee support services. Monitoring, Evaluation and Reporting on employee health and wellness programmes, Develop monitoring and evaluation frameworks for EHW programmes, Track performance against targets and key indicators, Compile monthly, quarterly and annual reports, Analyse trends and provide recommendations for improvement, Ensure compliance with reporting requirements (internal and external), Provide advisory services and Stakeholder Management, Provide strategic advice to management on EHW matters, Liaise with internal stakeholders (HR, Labour Relations, OHS committees),Engage external stakeholders (service providers, government departments, NGOs),Represent the Department in EHW forums and committees, Facilitate awareness and capacity-building initiatives for managers and employees, Management of all resources of the unit, Manage the unit and Supervise support staff and Developing and managing the EH&W budget, ensuring efficient, economical, and effective use of funds.N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/63	:	**DEPUTY DIRECTOR: EUROPEAN, AMERICAN PARTNESHIPS REF NO: DHET 22/09/2026** Branch: Planning, Policy And Strategy Directorate: Global Partnerships (Internal Relations)
SALARY	:	R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate Bachelor's Degree / Advanced Diploma (NQF level 7) in International Relations, Developmental Studies or Public Management. A post graduate qualification will be an added advantage. At least three (3) to five (5) years relevant work experience as an assistant director, of which at least two (3) years must have been in the conduct of international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times and must have a driver's license. Applicants may be required to undergo competency assessment tests.
DUTIES	:	The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in countries in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; to manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/64 : **ASSISTANT DIRECTOR: FINANCIAL PLANNING / TVET COLLEGES BUDGET PLANNING - BUDGET PLANNING AND MONITORING REF NO: DHET 23/09/2026**
Branch: Technical And Vocational Education And Training
Directorate: TVET Colleges Budget Planning

SALARY : R605 742 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Financial Management / Economics / Built Environment / Accounting /or an equivalent qualification. A Built Environment together with bachelor's in commerce with Economics / Financial Management qualifications as well as advanced qualification will be an added advantage. At least three (3) to five (5) years relevant work experience, preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislations for public colleges. Policy analysis, development, and implementation skills. Financial Management skills. Knowledge of the policies and legislative framework in Technical and Vocational and Educational Training (TVET) colleges, and Public Finance Management Act. Financial analytical and research skills. Basic knowledge of the built environment. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literate with basic knowledge of MS Word and Excel skills. Valid Driver's License and willingness to travel extensively and as and when required.

DUTIES : Use various models including costing models to determine the budgets for infrastructure funding. Allocate funding to TVET Colleges based on the priority and criticality of the infrastructure conditions and make transfers. Keep date of the infrastructure needs at various institutions which will be at college and campus level. Gather, analyse, and utilise data for the development of National Norms and Standards for funding infrastructure of Technical and Vocational Education and Training colleges. Draft and review of the infrastructure funding norms for Technical and Vocational Education and Training colleges. Develop and manage advocacy strategy of the infrastructure funding norms. Develop models for implementation for infrastructure funding policy. Conduct readiness assessment for implementation of the infrastructure funding norms. Responsible for implementation of the infrastructure funding norms. Manage payments of infrastructure funds to the TVET Colleges. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry

assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/65 : **ASSISTANT DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET 24/09/2026**
Branch: Technical And Vocational Education And Training
Component: Northern And Western Cape Regional Office

SALARY : R605 742 per annum (Level 10)
CENTRE : Cape Town
REQUIREMETS : An appropriate Bachelor's Degree / Diploma / National Diploma (NQF 6) in Education or related qualification. A certificate in facilitation/ assessor/ moderator will be an added advantage. A minimum of three (3) to five (5) years at Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Services Regulations, Public Services Act and Labour Relations Act. Knowledge of Public TVET sector. A sound understanding of curriculum transformation issues, and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, planning and organizing skill, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and People Management, Willingness to travel and a valid driver's license.

DUTIES : Oversee, support, monitor, and verify college system and sub-systems about curriculum delivery in the public TVET colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement interventions/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshop. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Base Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status

update reports from colleges on all monitoring findings and recommendations. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/66 : **CHIEF ARTISAN GRADE A: ELECTRICAL REF NO: DHET 27/09/2026 (X2 POSTS)**
Branch: Skills Development
Chief Directorate: Indlela

SALARY : R499 470 per annum, (OSD Salary Scale)

CENTRE : Olifantsfontein

REQUIREMENTS : A relevant National Technical Certificate N3 or equivalent qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor certificate. A valid driver's license. Three years' trade related experience after qualifying as an artisan. Three (3) to five (5) years' artisan training or assessment experience. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate Trade Test in the electrical and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping.

DUTIES	:	Conduct and moderate trade testing in Electrical trade as well as implement and maintain ARPL, Conduct and moderate trade testing in Electrical trade as well as implement and maintain ARPL, Conduct moderation of Trade Testing internally and externally, Maintain and ensure safekeeping of assessments records, Supervise Trade Assistants, Procure assessment equipment and material, and Assess performance of staff in the unit.N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026
POST 32/67	:	**CHIEF ARTISAN GRADE A: RIGGER REF NO: DHET 28/09/2026** Branch: Skills Development Chief Directorate: Indlela
SALARY	:	R499 470 per annum, (OSD Sale Salary Scale)
CENTRE	:	Olifantsfontein
REQUIREMENTS	:	A National Technical Certificate N3 or equivalent qualification coupled with three (3) to five (5) years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Rigging. Moderator and Assessor Experience. Any additional trade qualification in the Mechanical engineering field as well as a Moderator Certificate will be an advantage Knowledge: Knowledge of Skills Development Act, 1998 and Trade Test Regulations. Must be able to assess candidates in Rigging. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skill. Good supervisory skills.
DUTIES	:	Conduct assessment in the Rigging trade and implement ARPL. Conduct Moderation of Trade Test internally and externally. Conduct audits of external Trade Test centres. Maintain and ensure safekeeping of assessment records.

Supervise Trade Assistants Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/68 : **ASSISTANT DIRECTOR: HUMAN RESOURCE AND ADMINISTRATION REF NO: DHET 25/09/2026**
Branch: Community Education Training
Component: Northern Cape Cet College

SALARY : R487 197 per annum (Level 09)

CENTRE : Northern Cape Cet College

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Human Resource Management/ Development or a related qualification. PERSAL certificates will be an added advantage. A minimum of three (3) to five (5) years of relevant supervisory experience in Human Resource Management environment. Knowledge of the Continuing Education Act, (CET Act), Public Service Regulations, Public Service Act and knowledge of Human Resource legislations and policies. Extensive knowledge and experience of conditions of service, employee benefits, recruitment and selection processes, and staff establishment. Knowledge of Human Resources Development, Performance Management and Development Procedures, Public Service Employee Wellness Programs. A good understanding of Labour Legislation, policy and procedures applicable to the Public Service. Extensive knowledge of PERSAL systems. Planning, organising, report writing, facilitation and presentation

skills. Good interpersonal verbal and written communication skills. Computer skills. A valid drivers license.

DUTIES : Manage human capital within the college. Development and ensure implementation of Human Resource Strategy and policies. Manage and coordinate the implementation of Human Resource Management functions within the College, including recruitment and selection, conditions of service, performance management, leave administration and staff establishment. Manage Human Resources Development programmes and staff training interventions. Ensure compliance with HR legislative frameworks and departmental guidelines. Provide strategic HR advice and support management and staff. Supervise and develop HR staff to ensure high performance and effective service delivery. Prepare HR reports and maintain accurate HR records. Promote sound Labour practices and foster a positive organisational culture within the College. Introduce programmes in support of employee health and wellness services within College. Draft and manage the Human Resources budget. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/69 : **ASSISTANT DIRECTOR: DONOR GRANT SUPPORT REF NO: DHET 26/09/2026**
Branch: Chief Financial Officer
Directorate: Development Support

SALARY : R487 197 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : Prospective candidates should be in possession of a three-year Bachelor's Degree/Advanced Diploma (NQF level 7) in Public / Business Administration

/Financial Management or equivalent qualification. A relevant post-graduate qualification will be an added advantage and be proactive, effective with ability to work in a diverse team. Experience of three (3) to five (5) years in education and training and skills to provide support to a relevant project will be strongly recommended. Apart from project management, the candidate should have financial management backed by at least three (3) to five (5) years' experience in project grants local and international donor funds management at junior management level. A qualification in Financial Management is an added advantage. In addition, the successful candidate must have proficiency in MS Office Packages as well as communication and report writing skills.

DUTIES : The successful candidate will primarily be required to: Assist in the coordination, management, monitoring and evaluation of the grants and donor funded projects. Assist in compiling quarterly semester performance reports on projects funded by grants and donors. Assist in ensuring strict adherence to reporting procedures of projects and deadlines. Assist in the coordination, management, monitoring and evaluation of the grants and donor funded projects. Provide administrative support to grants and other donor funded project committees for the post school sector. Develop and maintain the database on various projects. Evaluate projects proposals and appraise Business Plans for the effective and efficient utilization of project funds. Manage the interface with different stakeholders of the DHET at the required level. Perform other duties delegated from time to time in the Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/70	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DHET 29/09/2026** Region: Northern And Western Cape Regional Office
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Cape Town
REQUIREMENTS	:	An appropriate Degree / National diploma in Human Resources Management or equivalent qualification at NQF Level 6. Three (3) to Five (5) years supervisory experience in Human Resource Management Field. Sound Knowledge and understanding of PERSAL system. Sound Knowledge and understanding of prescripts governing TVET sector including among others CET Act etc. Good understanding and interpretation of Public Service prescripts i: public Service Act, Public service Regulations, Labour Relation Act, Basic Condition of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and HR Related Prescripts. Knowledge and Understanding of Human Resources Management, Administration and Development processes and procedures. Good Administrative skills, Good Report writing skills, Good analytical Research skills, Good and communication and interpersonal skills, Planning and Organizing skills, Leadership skills, Presentation, and Facilitation skills. Advanced Computer literacy. A valid driver's license is required.
DUTIES	:	Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc); Oversee the recruitment and selection processes as per departmental delegation(advert), shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications)are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS)and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate and facilitate organizational services by designing, reviewing and implementing the Region structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the Regional Office HR plan, develop; Provide report on HR and EE plans to manage relevant structures. Assist in developing and implementing Human Resource policies and manuals. Management of staff. Perform other duties assigned by the Supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities,

behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/71 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DHET 30/09/2026 (X2 POSTS)**
Branch: Corporate Services
Directorate: Human Resources Management And Development

SALARY : R487 197per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : NQF Level 6 qualification in Human Resources Management / Public or Management/Human Resource Development as recognized by SAQA. Three (3) to Five (5) years relevant experience in PMDS environment of which 3 years should be at the supervisory level. A post degree qualification on the above will be an added advantage. PERSAL Certificate and knowledge will be an advantage. Proven Computer Literacy. In-depth understanding of the legislative framework that governs the Public Service Understanding and application of the following prescripts: PSR, PSA, EEA, Public Finance Management Act, Treasury Regulations, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Chapter 4, SMS Handbook. Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Strong analytical skills. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Willingness to travel. Planning and organizing skills. Adaptive to situations Knowledge of the Education Sector will be an added advantage. Presentation and report writing skills. Ability to function without supervision and work under pressure. Team Leadership and people management skills. A valid driver's license required.

DUTIES : Coordinate performance contracting and compliance. Coordinate and implement performance assessment, performance monitoring, and Moderations. Coordinate the development and implementation of performance management for CET and TVET Lecturers. Provide support on the implementation of the online performance management system. Coordinate the implementation of performance management outcomes. Develop Annual Operational Plans (AOP). Analyze the performance management trends and reports. Provide technical support on Performance management and moderations. Resolve problems of motivation and control with minimum guidance from the manager. Write and quality assurance submissions. Manage the PMDS online system. Handle grievances, disagreements, and disputes related to performance management. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Conduct and facilitate the validation process. Conduct moderations of all employees across the Department. Coordinate the implementation of performance incentives. Conduct and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026
POST 32/72	:	**ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: BCC08/2026** Corporate Services Permanent Position
SALARY	:	R487 197 per annum, (plus benefits)
CENTRE	:	Buffalo City TVET College
REQUIREMENTS	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Labour Relations, Employment Relations or Human Resource Management or related qualification ;5 years' in Labour Relations or Human Resource Management environment or related field , in which 3 years must be supervisory experience in relevant field in Labour Relations or Human Resource Management environment or related field; Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements; Knowledge of Labour Relations Act, Public Services legislation and policies related to Human Resource Management; Sound knowledge of Labour Relation statutes; Sound knowledge of International Labour Organisation (ILO); Knowledge and understanding of the TVET/CET Administration; Knowledge of PERSAL.
DUTIES	:	Maintain sound Labour Relations: Render advice on labour related matters, Develop and Implement Human Resource policies and manuals; Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct; Conduct investigations and disciplinary hearings; Management of strike action; Minimize Labour disputes; Facilitate and conduct labour relations training and workshops; Ensure proper implementation of the collective bargaining council resolution; Management of all Human, Financial and other resources of the unit.

ENQUIRIES	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
APPLICATIONS	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
NOTE	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
CLOSING DATE	:	18 September 2026
POST 32/73	:	**ASSISTANT DIRECTOR: FACILITIES & RECORD MANAGEMENT REF NO: BCC09/2026** Corporate Services Permanent Position
SALARY	:	R487 197 per annum, (plus benefits)
CENTRE	:	Buffalo City TVET College
REQUIREMENTS	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Building Management/Safety Management or Construction Management or relevant equivalent qualification; 5 years' experience in a Facilities Management, SHERQ and OHS Environment; in which 3 years must be supervisory experience in a Facilities Management, SHERQ, Construction Management and OHS Environment; Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Assest Management Act, Telephone Management System, fire control system and facilities management system; Knowledge of Occupational Health & Safety Act 85 of 1993 and related Regulations.
DUTIES	:	Oversee maintenance of buildings and premises; Ensure compliance to SHERQ and OHS Act; Oversee fleet management; Maintain the physical security functions including key control, personnel, document and surveillance security; Records management; Management of all Human, Financial and other resources of the unit.
ENQUIRIES	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
APPLICATIONS	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
NOTE	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from

the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 18 September 2026

POST 32/74 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: BCC10/2026**
Corporate Services
Permanent Position

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Buffalo City TVET College
REQUIREMENTS : Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management or any relevant qualification, 5 years' experience in the Human Resources field, in which 3 years must be supervisory experience in the Human Resource environment; valid driver's licence. Knowledge and skills in HR regulatory framework including PSBC resolutions; General computer literacy including MS Word, Excel, PowerPoint and staff management system; Strong organisational, leadership and management skills; Knowledge and skills of PMDS and IQMS (Evaluation and Development system); Knowledge of Public Service legislations and policies related to Human Resource Management; Knowledge and understanding of TVET/CET Administration; Knowledge and understanding of Higer Education sector, Knowledge of PERSAL and Job Evaluation.

DUTIES : Render conditions of services (leave, Housing, Medical Aid, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pensions, Transfers, Allowances etc); Oversee the recruitment and selection processes as per departmental delegation; Coordinate the design, review and implementation of the college organisational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Coordinate, develop, review, implement and monitor the college HR plan, Submit college HR plan to Regional and Head Office for integration of the departmental plan; Ensure the implementation of HR Plan. Oversee Human Resource Development services. Oversee Employee Health and Wellness. Management of all Human, Financial and other resources of the unit.

ENQUIRIES : Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
APPLICATIONS : Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za

NOTE All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and

declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 18 September 2026

POST 32/75 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: BCC11/2026**
Financial Services
Permanent Position

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Buffalo City TVET College
REQUIREMENTS : Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Finance Management, Accounting or Auditing or related qualification; 5 years' experience in a Financial Management, Budgeting and Financial reporting (in terms of GRAP); in which 3 years must be supervisory experience in Financial Management environment. Knowledge of the CET Act, PFMA, Treasury Regulation and understanding of Accrual system.
DUTIES : Develop, review, implement and monitor Finance policies in line with relevant legislation; Planning, Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate, review, analyse and quality assure the management accounting reporting processes. Preparation of GRAP compliant Annual Financial Statements and dealing with both external and internal auditors. Manage the operational processes, resources and procedures associated with the management accounting functions.
ENQUIRIES : Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
APPLICATIONS : Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
NOTE : All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
CLOSING DATE : 18 September 2026

POST 32/76 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: BCC12/2026**
Corporate Services
Council Paid Position

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Buffalo City TVET College

REQUIREMENTS	:	National Diploma / Bachelor's Degree in Communication / Marketing or equivalent qualification. Driver's licence. 5 years in marketing and communication environment, 3 years of the 5 years to be supervisory. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation.
DUTIES	:	Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly Communication College camping on social Media and Online Communication. Provide photographic services and write stories for the colleges.
ENQUIRIES	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
APPLICATIONS	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
NOTE		ll applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
CLOSING DATE	:	18 September 2026

POST 32/77	:	**ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: BCC13/2026** Academic Services Permanent Position
SALARY	:	R487 197 per annum (Level 09), (plus benefits)
CENTRE	:	Buffalo City TVET College
REQUIREMENTS	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education or related qualification; 5 years' experience in Education / Teaching and Learning Environment or any relevant field, in which 3 years must be supervisory experience in Education / Teaching and Learning Environment or relevant field; 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 COLTECH system, TVETMIS, and 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; Computer Literacy (MS Word, Excel, PowerPoint, Outlook)
DUTIES	:	Manage the provision of examination services; Manage training of invigilators; Markers and Data Capturers; Manage the establishment of the function of irregularity committee; Manage the control of issuing of the certificates; Manage proper administration of the examination unit; Manage all human, financial and other resources in the unit.
ENQUIRIES	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250

APPLICATIONS	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
NOTE	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
CLOSING DATE	:	18 September 2026
POST 32/78	:	**HEALTH AND SAFETY OFFICER REF NO: BCC14/2026** Facilities and Records Management Permanent Position
SALARY	:	R413 001 per annum (Level 08), (plus benefits)
CENTRE	:	Buffalo City TVET College
REQUIREMENTS	:	Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Safety Management qualification. 3 years' experience in occupational health and safety environment. Computer literacy. A valid driver's licence. Knowledge of CET Act and COIDA. Occupational Health and Safety Act 85 of 1993 and other applicable legislations and regulations. OHSAS 18001 Management system. Good written and verbal communication skills. Good problem solving skills, Planning & organising, Research skills, Analytical skills, Report writing skills and Presentation skills.
DUTIES	:	Participate in the development of policies, guidelines and strategies in line with Health & Safety Act. Compile the emergency evacuation policy, management plan and operational plan in relation to occupational health and safety. Compile outstanding 18001 OHSAS documentation. Compile and submit reports to internal stakeholders. Arrange and conduct health and safety trainings. Conduct induction training to staff and students in relation to health and safety. Promote Health and Safety working environment in all sites. Coordinate occupational health and safety risk assessments by visiting all sites for periodical inspection. Provide occupational health and safety related advice. Comply with DHET and College policies and procedures.
ENQUIRIES	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
APPLICATIONS	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
NOTE	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with

foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 18 September 2026

POST 32/79 : **SENIOR PROVISIONING OFFICER REF NO: BCC15/2026**
Supply Chain Management
Permanent Position

SALARY : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Buffalo City TVET College
REQUIREMENTS : Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Supply Chain / Logistics / Finance or relevant NQF6 qualification; at least 1 to 3 years' relevant work experience in Supply Chain / Logistics/Finance, compilation of asset register, asset management, supervision of staff. Advanced MS Word, Excel and PowerPoint skills; Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards,, PFMA and Treasury Regulations on Asset Management.

DUTIES : Develop, review, implement and monitor SCM policies in line with relevant legislation; oversee the procurement of goods and services for the College; oversee the administration of demand and acquisition; ensure and up-to-date database of service providers; analysis and planning of procurement requirements, the collating of information for the annual procurement report; SCM record keeping and reporting; oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.

ENQUIRIES : Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
APPLICATIONS : Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za

NOTE : All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical

conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 18 September 2026

POST 32/80 : **SENIOR PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: DHET 31/09/2026 (X2 POSTS)**
Branch: Corporate Services
Directorate: Human Resources Management And Development

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : NQF Level 6 qualification in Human Resources Management / Public or Management/Human Resource Development as recognized by SAQA. Three (3) to five (5) years' experience working in the relevant area of which 3 years must be at the supervisory level. A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. PERSAL Certificate and knowledge will be an advantage. Proven Computer Literacy. In-depth understanding of the legislative framework that governs the Public Service Understanding and application of the following prescripts: PSR, PSA, EEA, Public Finance Management Act, Treasury regulations, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Chapter 4, SMS Handbook. Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Strong analytical skills. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Willingness to travel. Planning and organizing skills. Adaptive to situations Knowledge of the Education Sector will be an added advantage. Presentation and report writing skills. Ability to function without supervision, and work under pressure. Team Leadership and people management skills.

DUTIES : Provide administration and the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitor the implementation of IQMS and the PMDS policy frameworks. Coordinate the implementation and monitoring of performance management, Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assurance Performance Management and Development System (PMDS) documents before authorising on PERSAL. Ensure that PMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for signatures of moderating committee chairperson. Inform employees (in writings) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performances incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progressions. Compile database of Personal Development Plan (PDPs). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Handle grievances, disagreements, and disputes related to performance management. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Facilitate the validation process. Facilitate moderations of all employees across the Department. Facilitate the implementation of performance incentives. Facilitate and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support

the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/81 : **SENIOR PRACTITIONER: HUMAN RESOURCE PLANNING AND POLICY REF NO: DHET 32/09/2026**
Branch: Corporate Services
Directorate: Human Resource Policy And Strategy

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate Diploma (NQF Level 6) qualification in Human Resource Management/ Bachelor's Degree Industrial and/ Organisational Psychology as recognised by SAQA. Two (2) to (3) years' experience in HR planning, policy and strategy environment. Understanding of PSA, PSR, PFMA and any relevant directives. Experience in the development, review and implementation of HR policies. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be able to cope with a high workload. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Knowledge of PERSAL system and Vulindlela. Ability to work long hours when required. Valid code B driver's licence.

DUTIES : To assist in the compilation, review and update of the HR plan, reports and policies (including delegations). Conduct research and trend analysis on workforce planning issues and stay abreast of new development. Ensure accurate workforce information and data. Coordinate HR planning monthly. Assist in the monitoring and evaluation of the HR policies and procedures. Ensure reliable and validity of HR information. Prepare data to inputs for the HR Plan and HR Annual Oversight Report. Assist with the assessment of Human Resources components. Serve as secretariat for HR Planning and Policy Committees. Conduct workshops on HR Planning and policies. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and

a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/82 : **LIASON OFFICER: CORPORATE MANAGEMENT SERVICES**
Component: Regional Offices

SALARY : R413 001 per annum (Level 08)
CENTRE : Western And Northern Cape Regional Office Ref No: DHET 33/09/2026
Limpopo Regional Office Ref No: DHET 34/09/2026

REQUIREMENTS : An appropriate bachelor's degree/National diploma (NQF Level 6) in Public Management or Communications/ Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience as a Liaison Officer in the Public or private sector. Knowledge of public service legislation, regulations, and policies, PFMA, knowledge of drafting media statements, knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality and Code of Ethics, Interpersonal relations skills, Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, Report writing skills, Computer literacy in Microsoft Word, Excel, PowerPoint, and Outlook. And be prepared to work extended hours. A valid driver's license.

DUTIES : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the Region. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and Support with the establishment and implementation of Partnerships. Consolidate and prepare all relevant reports, submissions, and memos. Provide professional support to the Region regarding media questions. Liaise with media on behalf of the Region matters affecting the public. Advise the Region on media-related matters. Facilitate and coordinate the design of publication and production material for the Region. Review and Analyse policies. Perform other duties as requested by the Regional Manager. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/83 : **SENIOR STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION REF NO: DHET 35/09/2026**
Branch: Chief Financial Officer
Directorate: Financial Support Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma in Accounting / Financial Management or related qualification with accounting as a subject. Two (2) to three (3) years appropriate experience in Government Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS) and the LOGIS online system; 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. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter. A valid driver's license.

DUTIES : Checking and authorizing sundry and creditor payments on BAS, which includes the Travel Accounts, Communication Accounts and Courier Accounts. Checking and authorizing order payments on LOGIS online. Capturing payments on BAS. Assist on Audit Queries. Responsible for the managing and clearing of general ledger accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts. Authorizing of General Journals applicable to expenditure. Issuing and reconciling interdepartmental claims

and claims in respect of the National Skills Fund. Clearing of suspense accounts related to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/84 : **SAFETY OFFICER REF NO: DHET 36/09/2026**
Region: Limpopo Regional Office
Directorate: Office of The Regional Manager

SALARY : R413 001 per annum (Level 08)

CENTRE : Limpopo Regional Office

REQUIREMENTS : Recognized National Diploma (NQF 6) in Safety Management or related qualification. Minimum of two (2) to three (3) years of relevant experience in an Administration environment. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of 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.

DUTIES : Identify potential hazards and potential major incidents (conduct comprehensive Hazard Identification and Risk Assessment at the Regional Office on an annual basis, organize occupation Health and Safety (OHS) compliance audits by appropriate authorities). Develop, implement and monitor

the OHS management system (conduct health and safety risk assessment in the Regional Office's building, develop OHS management system, and ensure effective maintenance and servicing of all fire equipment). Support CET and TVET Colleges by coordinating OHS related training and continuous educational programs (arrange and provide OHS induction on new employees and continuous awareness and educational programs to all staff members). Support the Regional Directorates in the monitoring of OHS compliance in the Colleges. Develop intervention strategies whenever required. Manage human, financial, and other resources in the unit (manage Human resources in the unit, assess the performance of staff). N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/85 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 37/09/2026**
Branch: Planning, Policy And Strategy
Directorate: Management Information System

SALARY : R413 001 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-year National Diploma in public administration/social sciences. This must be supported by a minimum of (2) two to three (3) years of work experience in administering and coordinating the development of statistical publications. The candidate must demonstrate the capacity to plan and coordinate data collection activities from various stakeholders, ensuring alignment with project plans, deliverables and reporting requirements. Experience within the Post-School Education and Training (PSET) sector or its entities and understanding of the PSET-related data will be advantageous. Intermediate proficiency in MS Word, Excel, Access, Ms Outlook and

PowerPoint is required. Strong written and verbal communication skills, project management, report writing, and ability to arrange and systematise information. A valid driver's license.

DUTIES : The successful candidate will be reporting to the Deputy Director: Data Analyst, under the Sub-Directorate: Information Management and Reporting. The responsibilities include assisting with the development, processing, approval and dissemination of the Statistics on PSET, assist with preparation of submissions, memorandums, development of factsheets and regional reports for the PSET sector, assist with the development and implementation of standards, assist with submission of data logbooks and processing of data requests and provide logistical and administrative support when required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/86 : **TRANSPORT OFFICER REF NO: BCC15/2026**
Facilities and Records Management
Permanent Position

SALARY : R338 106 per annum (Level 07), (plus benefits)

CENTRE : Buffalo City TVET College

REQUIREMENTS : Recognized National Diploma in Transport Management/Logistics/Public Management (NQF level 6) or equivalent qualification. 1-2 years' experience in fleet management/transport/ logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public

Services. Knowledge of traffic laws. Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Valid Driver's license.

DUTIES : Administer College garage and college vehicles; administer, monitor and control petrol cards; ensure effective and efficient utilization of college vehicles; supervise human recourses/staff. Ensure maintenance of all College vehicles.

ENQUIRIES : Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.

APPLICATIONS : Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za

NOTE : All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references(provide their contact number and email addresses), Driver's license , ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 18 September 2026

POST 32/87 : **COMMUNICATION OFFICER: CORPORATE SERVICES REF NO: DHET 38/09/2026**
Region: Limpopo Regional Office

SALARY : R338 106 per annum (Level 07)

CENTRE : Polokwane (Limpopo Regional Office)

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication in Communication/ Marketing/ Public Relations or relevant qualification. A minimum of 1-2 years' experience in Marketing and Communication environment. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understating of the application of Public Service legislative framework. And must have driver's license. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meets deadlines. Accountability and ethical conduct, Ability to work under pressure and meet deadlines.

DUTIES : To handle various matter related to internal and external communications in the Regional Office. Conduct elementary research on matter related to communication. Collect information towards assisting with the drafting of speeches, media statements/press release, etc. For different events or occasions of the Department. Prepare and /Facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. annual reports, departmental newsletters/brochures, annual calendar, events programmes, Greetings cards, name plates for officials within the departments, design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and

outside the department. Update information on the Departmental website and liase with the website designer on matter related thereto. Handle various matters related to drafting of responses to media-and press release, newsletters and articles. Rendering photographer services to the department. Monitor media coverage and compile synoptic report of issues that effects and /or impact on the Department towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and /or coordination of departmental events in order to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the Regional Manager. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/88 : **IT TECHNICIAN REF NO: DHET 39/09/2026**
Region: Limpopo Regional Office

SALARY : R338 106 per annum (Level 07)

CENTRE : Polokwane (Limpopo Regional Office)

REQUIREMENTS : A recognised National Diploma (NQF Level 6) in Information Technology or equivalent qualification. At least one (1) to (2) two years' work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

DUTIES	:	To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users' issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026
POST 32/89	:	**STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION REF NO: DHET40/09/2026** Branch: Chief Financial Officer Directorate: Financial Support Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must be in possession of an appropriate 3-year National diploma in Accounting/Financial Management or related qualification with accounting as a subject. One (1) to two (2) years appropriate experience in Government Financial Accounting; the BAS system, 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. Other Attributes/Skills Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability work in a team and independently; Assertiveness; and Self-starter.

DUTIES : Checking and authorizing sundry and creditor payments on BAS, which includes the Travel Account, Telkom and Nashua Accounts, Checking and authorizing order payments on LOGIS online. Capturing payments on BAS. Assist on Audit Queries, Responsible for the managing and clearing of general ledger accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts. Authorising of General Journals applicable to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/90 : **STATE ACCOUNTANT: CASH FLOW MANAGEMENT REF NO: DHET41/09/2026**
Branch: Chief Financial Officer
Directorate: Financial Support Services

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in a possession of an appropriate 3-year National diploma in Accounting/Financial Management or related qualification with accounting as a subject. One (1) to two (2) years appropriate experience in Government

Financial Accounting; the BAS system, 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, Other Attributes/Skills: Friendly, trustworthy and accuracy.

DUTIES : Preparation of cash flow reports to the Minister and Management and ensure that the expenditure is within the approved budget of various functions and to report any envisaged over-expenditure, Compile IYM expenditure report and submit to National Treasury monthly. The compilation and submission of the Conditional Grant report in accordance with the format prescribed by National Treasury not later than 20 days after the end of each month Updating, recordkeeping and monthly cash flow statement of official entertainment and report to Management Request reports, check and rectify any incorrect allocations on a daily basis, Request commitment reports and check the commitments. Authorize General Journals on BAS. Manage and respond to enquiries related to this function Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting BAS reports when required and Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/91	:	**CHIEF FINANCE CLERK: SALARY CONTROL REF NO: DHET42/09/2026** Branch: Chief Financial Officer Directorate: Financial Support Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must be in possession of an appropriate 3-year National Diploma with accounting as a subject or related qualification, Preference will be given to candidates with One (1) to two (2) years appropriate experience in Government Financial Accounting; the PERSAL and BAS system, 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. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
DUTIES	:	Check and authorize salary related transactions on PERSAL and BAS for Departmental officials. Control the payment of supplementary claims such as overtime, sessional allowances and advances. Control the instating of maintenance orders. Control the cancellation of deductions such as insurance policies. Check and authorise Local and Foreign travel and subsistence claims. Control payments of salary claims. Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis. Control the clearing, reconciling and reporting on the state of salary related ledger accounts. Control leave and lump sum payments. Control the compilation of the Monthly BAS/PERSAL interface reconciliations. Follow up and resubmit PERSAL exceptions on BAS. Debtor control: Check and approve salary related debt calculations and transactions to be affected on the BAS and control debt documentation. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation”. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 18 September 2026

POST 32/92 : **OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: DHET 43/09/2026**
Branch: Corporate Services
Directorate: Employee Health And Wellness Programmes

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized National Diploma (NQF Level 6) in Occupational Health and Safety/ Degree in Environmental Health or Safety Management.1-2 years' experience in the Occupational Health and Safety field. Extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. Excellent communication and problem-solving skills. A valid driver's license and SAMTRAC will be an added advantage.
DUTIES : Coordinate, monitor, advice and render health and safety administration. Monitor OHS compliance. Conducting risk assessments, identifying hazards, and implementing appropriate control measures. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor and support regions compliance with OHS requirements. Coordinate OHS trainings and awareness programme within the department. Monitor the functionality of the OHS Committee at the regions. Provide administrative and secretariat support to OHS committees, coordinating meetings, and ensuring the implementation of resolutions. Facilitate health and safety training, awareness campaigns, and emergency preparedness initiatives, while promoting a culture of safety across all levels of the organisation. Ensure compliance of emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections and address hygiene related matters. Investigate incidents, accidents, and near misses, compile reports, and recommend preventative and corrective actions to mitigate risks. Report all injuries on duty and Occupational disease to the Compensation Fund office. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the

minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/93 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DHET 44/09/2026**
Directorate: Employee Health And Wellness Programmes
Branch: Corporate Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ advanced diploma (NQF Level 6) in Psychology/ Behavioural Science/ Social Work majoring in Psychology. A minimum of one (1) to two (2) years of practical experience in the Employee Health and Wellness environment. Knowledge of HIV, STIs and TB legislation and related policies. Knowledge of Employee Health and Wellness Strategic Framework in the Public Service with a focus on HIV, STIs and TB, Health and Productivity, and Wellness Management Pillars. Competent in conducting short term counselling, psychoeducation, and trauma defusing and debriefing. Knowledge of the Mental Health Care Act, EHWP related legislations and understanding of all PILIR processes and COID Act. Registration with the following statutory bodies is compulsory: South African Council for Social Service Professions (SACSSP) as a social worker, Health Professions Council of South Africa as a counselling/clinical psychologist or registered counsellor. Registration with the relevant professional bodies like Employee Assistance Professionals Association of South Africa (EAPA-SA), South African Occupational Social Work Association (SAOSWA) and Association for Supportive Counsellors and Holistic Practitioners (ASCHP) and others will be an added advantage. Good interpersonal relations skills, communication skills (verbal and written). Analytical thinking, problem solving and decision-making skills, Innovative and creative, project management skills, presentation skills, planning and organising skills, report writing skills, good coordination skills, counselling skills, client orientation, ethical and maintaining confidentiality. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, excel, PowerPoint and Outlook. A valid drivers' license.
DUTIES : Promotion of the Employee Health and Wellness Programmes, refer employees with substance abuse disorders to external organisations and produce reports of formal referrals, promotion of physical wellness of employees through sports programmes, implementation of wellness campaigns including mental health awareness, reduce mental illness stigma and others as per the customised health calendar, provide work-life balance services, implementation of stress and financial management workshops including pre-retirement planning programme workshops to ensure financial wellness, implementation of HIV, STIs and TB, health and productivity awareness campaigns, promotion of reasonable accommodation for employees with health conditions, and promotion of disease and chronic illness management. Conduct counselling, psychoeducation, and trauma debriefing. Facilitate bereavement processes and support bereaved families, compile section reports on weekly and monthly basis including submissions, memorandums, and other correspondence required, ensure clients files are

updated and kept safe. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/94 : **PRINCIPAL PERSONNEL OFFICER REF NO: DHET 45/09/2026**
Chief Directorate: Indlela
Branch: Skills Development

SALARY : R338 106 per annum (Level 07)

CENTRE : Olifantsfontein

REQUIREMENTS : A recognized National Diploma in Human Resources Management or Public Management/ Administration. A minimum of One (1) to two (2) years' working experience in Human Resource environment coupled with (2) years' supervisory experience. Knowledge of HR prescripts, policies and procedures within the Public Service Knowledge of PERSAL and Smartsheet. Good communication (verbal and written), interpersonal and organisational skills, Ability to work under pressure and meet deadlines, Good Knowledge of Public Service Act, 1994 (as amended) Public Service Regulations, 2016, Labour Relations Act (LRA), 1995, Basic Conditions of Employment Act (BCEA), 1997, Employment Equity Act (EEA), 1998, Skills Development Act, 1998. Skills: Computer literacy (MS Word, Excel, Power Point). report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.

DUTIES : Render effective and efficient Human Resources services, Verify payroll and respond to payroll-related queries, Process employee benefits in accordance with applicable policies and procedures, Manage employee files and ensure proper record management in line with legislative requirements, Oversee staff establishment processes, including appointments and maintenance of records,

Administer termination of services in compliance with Public Service prescripts, Coordinate recruitment and selection processes, including compiling memoranda for advertisement of posts, Arrange interview logistics, including booking venues and coordinating panels Verify and manage leave transactions on the Smartsheet system, Administer and monitor leave records for staff member, Provide training and mentoring to junior staff ,Supervise and manage the performance of HR staff Providing monthly statistic and assist with Auditor General Queries. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/95 : **PRACTITIONER TRANSPORT: HRM SUPPORT SERVICES REF NO: DHET 46/09/2026**
Chief Directorate: Indlela – Olifantsfontein
Branch: Skills Development

SALARY : R338 106 per annum (Level 07)

CENTRE : Olifantsfontein

REQUIREMENTS : An appropriate bachelor's degree/ National Diploma in Transport management/Logistics or equivalent qualifications. A minimum of 1– 2 years' experience in fleet management environment. 2 years' relevant supervisory experience in transport management. Knowledge and Skills: Sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, Version 1 of 2017, Batho Pele Principles and Code of Conduct. Excellent verbal and written communication skills, problem solving and analytical skills. Computer literacy, an ability to work in a team and independent. Ability to work effectively and efficiently under pressure. Clientele/customer relation skills.

Good interpersonal skills, decision making skills and presentation skills. A must have a valid drivers' license.

DUTIES : Ensuring day-to-day management and maintenance of fleet vehicles. Monitor daily kilometers before and after trips and ensure monthly closing of kilometers on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing monthly payments. Maintain records of driver's licenses and trip authorization. Ensure service maintenance of vehicles. Redirect traffic fines. Pre-and-post inspections of vehicles. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Supervise and monitor drivers to ensure compliance with transport policies, road traffic regulations, and organizational procedures. Provide general administration support services and maintain a proper filing and archive system, Management of staff Leave, PMDS and Workplans, Ensure completion of performance agreements by all employees in the unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/96 : **CHIEF ADMINISTRATIVE CLERK: ASSESSMENT ADMINISTRATION REF NO: DHET 47/09/2026**
Chief Directorate: Indlela
Branch: Skills Development

SALARY : R338 106 per annum (Level 07)

CENTRE : Olifantsfontein

REQUIREMENTS : A National Diploma in Public Management or related qualification, Degree will be an added advantage. A minimum of one (1) to two (2) years' working experience in rendering administration functions and two (2) years supervisory

working experience. Good knowledge of Skills Development Act 1998 (SDA), Trade Test Regulations, Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB) and the Quality Council for Trades and Occupations (QCTO). Computer literacy (MS Word, Excel, Power Point). report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.

DUTIES : Recommend Trade Test Registration leaves. Manage PMDS for the Trade Test Registration. Ensure that compliant candidates are registered and confirmation of trade test date is issued. Advise qualifying, non-qualifying applicants and stakeholders with the registration processes. Extracting files for investigation, validation and audit queries. Attend all enquiries, these include trade test registration, trade test dates, certificates and results telephonically, walk-ins or email. Consolidate monthly stats and submit them to the Assistant Director for consolidation. Verify applications for the recommendation of certificates prior submitting to NAMB and Prepare invoices and submit to Supply Chain Management for processing. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/97 : **CHIEF SUPPLY CHAIN CLERK: DEMAND AND ACQUISITION MANAGEMENT REF NO: DHET 48/09/2026**
Branch: Chief Financial Officer
Directorate: Demand And Acquisition Management

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS	:	A recognized three-year Bachelors' degree/National Diploma in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management (or equivalent qualification). A minimum of 1-2 years' work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B-BBEE Act. Insight knowledge of procurement procedures. Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies (decision-making) and effectively interact with stakeholders at all levels within the Department. Ability to work under pressure and meet deadlines. Analytical, planning and organising skills. A valid driver's licence.
DUTIES	:	Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture and register all requisitions on Request for Quotations (RFQ) Register. Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotations. Assist end users with proper completion of requisitions. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Monitor publication of terms of reference/specifications for RFQ's. Conduct evaluation for RFQ's with technical functionality criteria. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026

POST 32/98	:	**CHIEF ADMINISTRATIVE CLERK: ASSESSMENT ADMINISTRATION REF NO: DHET 49/09/2026** Branch: Skills Development Chief Directorate: Indlela
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Olifantsfontein
REQUIREMENTS	:	A National Diploma in Public Management or related qualification, Degree will be an added advantage. A minimum of three (3) years' working experience in rendering administration functions and two (2) years supervisory working experience. Good knowledge of Skills Development Act 1998, (SDA), Trade Test Regulations, Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB) and the Quality Council for Trades and Occupations (QCTO). Computer literacy (MS Word, Excel, Power Point). Report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.
DUTIES	:	Recommend Trade test Registration leaves Manage PMDS for the Trade Test Registration. Ensure that compliant candidates are registered and confirmation of trade test date is issued. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026

POST 32/99	:	**SENIOR ADMINISTRATIVE CLERK: ADMINISTRATION, COORDINATION AND COMMUNICATIONS REF NO: DHET 50/09/2026** Component: Human Resource Development Council Secretariat
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate/Grade 12/NCV Certificate Level 4. Related degree/National diploma will be an added advantage. A minimum of one to two years' relevant experience will be an added advantage. The successful candidate must be adaptable, disciplined, self-confident, and able to work independently and under pressure, and work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in administration. Ability to write minutes, draft agendas, organize venues and catering, coordinating meetings, policies acts and regulations, Computer literacy i.e. MS Word, Excel, Outlook and PowerPoint, Stakeholder engagements and Knowledge and understanding of social media.
DUTIES	:	To assist in the work performed in the Directorate: National Human Resource Development, including co-ordination of meetings for Human Resource development Council of South Africa and its structures. To handle all incoming and outgoing mails and referee to the correct role players. To provide secretarial functions in board meetings and wherever the Human Resource Development Council of South Africa sits. To arrange and schedule seminars, meetings, and social functions and identify venues, invite role players, and organize refreshments. To record all minutes/ decisions and communicate to all relevant role players and make follow up on progress. To collect all relevant documents for meetings. Scrutinize documents to determine actions/information/other documents required for meetings. To keep a filling system. To compile documents, memorandums, letters and reports. To compile agendas and the minutes for meetings and workshops. To liaise with travel agencies to make travel and accommodation arrangements for members and social partners of the HRDCSA. To process the travel and subsistence claims. To assist the Deputy Director in the running of the office and provide support when required. Sending & retrieving emails, typing memos and submissions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation”. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/100 : **FACILITATOR REF NO: MALUTITVET/KWE-004/2026**
Nature of Appointment: (Council Paid) 12 Months Contract)

SALARY : R280 278 per annum (Level 06)
CENTRE : Maluti TVET College: Kwetlisong Campus
REQUIREMENTS : National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4. Qualified Artisan on one of the following Trades: Welder/Panel Beater/Electrician/Motor Mechanics/Building and Civil Engineering. Competencies and Attributes: Qualified Assessor Qualified Moderator, SACE Registration, Computer Literacy (MS Word, MS Excel, MS Power Point) Unendorsed Valid Driver’s Licence, An Experience in facilitating of skills programmes.

DUTIES : Planning and organisations of lessons in the above Subject area(s). Conducting lessons and providing clarity to students. Conducting practical assessment task. Examination invigilation. Handle all student related administrative duties. Perform any other duties related to the post. Setting and Marking of Assessments tasks, processing of marks and other related duties. Carry out all other duties related to the post.

ENQUIRIES : NJ Ntsela Tel No: (058) 303 1732
APPLICATIONS : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. 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. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE	:	25 September 2026 @13:00
POST 32/101	:	**SECRETARY TO THE DIRECTOR REF NO: DHET 51/09/2026** Region: Gauteng And Free State Regional Office Directorate: TVET Curriculum And Institutional Support
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Johannesburg
REQUIREMENTS	:	A National Senior Certificate (Grade 12) or National Certificate (Vocational) Level 4. A diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Management Assistant will be an added advantage. A minimum of one to two years' relevant experience will be an added advantage. Computer Studies, Secretarial Studies, Office Management will be an added advantage. Proven experience in diary management, meeting coordination, document control and general office administration. Knowledge of records management, office administration procedures and basic financial administration (including petty cash and invoice processing). Proficiency in MS Word, Excel, PowerPoint and Outlook. Good verbal and written communication skills, excellent telephone etiquette, strong organisational skills, attention to detail, and the ability to maintain confidentiality and professionalism.
DUTIES	:	Provide comprehensive secretarial and administrative support to the Director. Manage the Director's diary, schedule meetings, workshops and appointments, and coordinate travel arrangements. Prepare, format and quality-check correspondence, reports, submissions, agendas and minutes. Manage records, filing systems (manual and electronic) and document safekeeping. Handle correspondence, enquiries and communication with internal and external stakeholders. Provide reception and telephone support, including visitor management. Assist with report compilation, data capturing and maintenance of logs and registers. Provide basic financial and personnel administrative support, including procurement of standard items, invoice processing, leave administration and related office support functions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/102 : **GENERAL ADMINISTRATION CLERK REF NO: DHET 52/09/2026 (X2 POSTS)**
Chief Directorate: National Examinations And Assessments
Directorate: Examination Management, Administration And Monitoring

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The applicants must have a Senior Certificate or Grade 12 qualification, with experience in general Administration. One (1) to two (2) experience in examinations administration will be an added advantage. The applicants must also have the following skills: Good interpersonal and communication skills – liaising with college officials, General correspondence – extracting, compiling, recording data and responding to queries. Computer literacy, especially the use of MS Word and Excel Excellent record keeping, electronic and manual filing skills, multi-tasking and problem-solving skills, General Public service procurement frameworks and policies will be required. Must be able to work independently as well as in a team; as well as being willing to work overtime.

DUTIES : Receive and pack examination stationery deliveries, Dispatch examination stationery to all registered examination centres. Processing of examination concessions for colleges in provinces, Registration of examination centres, monitoring of the conduct of examinations in colleges, Extract shortcomings from the tools for compilation of the National report and statistics on the examinations conducted. Provide administrative support to colleges regarding examination concession, registration and monitoring of examinations. Registration of all irregularities received for current examination cycle. Preparing of files for the NEAIC meeting. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation”. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/103 : **HUMAN RESOURCE CLERK: CORPORATE SERVICES REF NO: DHET 53/09/2026**
Limpopo Regional Office
Directorate: Corporate Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Polokwane Regional Office
REQUIREMENTS : An appropriate national senior certificate/grade 12 (Vocational) (NCV) certificate (Level 4) certificate. An appropriate bachelor’s degree/national diploma in Human Resource Management/ Public Management will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment will be an added advantage. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well as the ability to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer-orientated and client-focused. Be able to conduct him/herself ethically and accountably. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES : Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and to assist on Pillar processes. Render registry services. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the ‘apply now’ button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry

certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/104 : **FINANCE CLERK: SALARY CONTROL REF NO: DHET 54/09/2026**
Branch: Chief Financial Office
Directorate: Financial Support Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or NCV certificate with accounting as a passed subject. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function, Filing of salary related documents. Assisting with keeping a register for salary payments and deductions. Assisting with Audit Queries concerning salary payments and deductions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.

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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation”. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/105 : **REGISTRY CLERK: SALARY EXAMINATION PAYMENTS REF NO: DHET 55/09/2026**
Branch: Chief Financial Office
Directorate: Financial Support Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A senior certificate (Grade 12) or NCV certificate. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail filing of all salary payment/salary claim related enquiries, drawing of salary/salary claim files when required, distribution of all payrolls to various paypoints, posting of all salary payment advices, IRP 5's, keeping a register for all salary related enquiries and claims and assist in responding to queries. Assisting with Audit Queries concerning this function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/106 : **REGISTRY CLERK: EXAMINATIONS, CLAIMS AND PAYROLL MANAGEMENT REF NO: DHET 56/09/2026**
Branch: Chief Financial Office
Directorate: Financial Support Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A senior certificate (Grade 12) or NCV certificate. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail filing of all salary payment/salary claim related enquiries, drawing of salary/salary claim files when required, distribution of all payrolls to various pay points, posting of all salary payment advice, IRP 5's, keeping a register for all salary related enquiries and claims and assist in responding to queries. Assisting with Audit Queries concerning this function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/107	:	**SENIOR ACCOUNTING CLERK: SALARY PAYMENTS AND DEDUCTIONS REF NO: DHET 57/09/2026** Branch: Chief Financial Office Directorate: Financial Support Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Pretoria
REQUIREMENTS	:	A senior certificate (Grade 12) or NCV certificate with accounting as a passed subject. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
DUTIES	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function, Filing of salary related documents. Assisting with keeping of a register for salary payments and deductions. Assisting with Audit Queries concerning salary payments and deductions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026

POST 32/108	:	**RECEPTIONIST: OFFICE OF THE REGIONAL MANAGER REF NO: DHET 58/09/2026** Limpopo Regional Office Directorate: Corporate Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Polokwane Regional Office
REQUIREMENTS	:	An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) years' working experience in rendering receptionist, administrative and secretarial support services will be an added advantage. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Organisational and prioritisation skills. Customer care and Client orientation skills. Telephone etiquette and document management are some of the skills required for this job. Ability to work in a team and independently.
DUTIES	:	Render reception services to the Office of the Regional Manager. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Regional Manager. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Regional Manager. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationery. File/store trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Regional Manager. Provide general secretarial services to the office of the Regional Manager. Assist with the arrangement of meetings. Organise logistics for the meeting. Assist with the preparation of documentation for the meetings. Execute all claims for travel, accommodation, and rental cars. Assist with an effective flow of information and documents: Direct received a submission to relevant managers within the office of the Minister. Ensure the safekeeping of documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/109 : **PROCUREMENT CLERK REF NO: BCC16/2026**
School of Occupational Training (SooT)
Permanent Position

SALARY : R237 453 per annum (Level 05), plus benefits
CENTRE : Buffalo City TVET College
REQUIREMENTS : Grade 12, M+3 Diploma in Supply Chain Management /Logistics Management, Financial Management & Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet)
DUTIES : Procurement duties including but not limited to effective administration of the School of Occupational Training: Assist with the procurement duties: obtain quotes, prepare specification, monitor procurement plan for skills unit, administrative duties for large and small projects, reporting on achievements and project progress, must be prepared to take and implement instructions delegated by Supervisor/Manager.
ENQUIRIES : Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
APPLICATIONS : Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
NOTE : All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
CLOSING DATE : 18 September 2026

POST 32/110 : **TRADE ASSISTANT (TEN POSTS) REF NO: DHET 59/09/2026**
Branch: Skills Development
Chief Directorate: Indlela Olifantsfontein

SALARY : R170 226 per annum (Level 03)
CENTRE : Olifantsfontein
REQUIREMENTS : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). A minimum of one to two years' relevant experience will be an added advantage. Knowledge of Occupational Health and Safety Act. Basic knowledge of

cleaning. Knowledge to prepare materials and tools for assessment tasks. Communication, reading and writing skills. Technical background knowledge of trade. Skills to use cleaning material. good knowledge of performing minor maintenance and repairs on assessment aids and machinery. Ability to clean the workshop and equipment. Knowledge of cleaning materials and tools and well-kept store. Basic health and safety. Ability to choose the correct assessment material and tools for the trade. Ability to identity stock required. Ability to read and write. To prepare material and tools for assessment tasks, communication, reading and writing skills. Technical background of the trade. To use cleaning materials. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.

DUTIES : Provide candidates with necessary tools, material and / or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/ assessment area, machines, tools and consumable material. Maintain cleanliness and general good housekeeping within the workshop / assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area and transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/111	:	**SECURITY OFFICER REF NO: DHET 60/09/2026** Chief Directorate: Indlela Branch: Skills Development
SALARY	:	R170 226 per annum (Level 03)
CENTRE	:	Olifantsfontein
REQUIREMENTS	:	An appropriate national senior certificate /grade 12 and or NCV certificate (level 4) or a related qualification. Be in possession of PSIRA Certificate Grade C and valid driver's license. Knowledge of MISS and MPSS. Report writing, communication and Administration skills.
DUTIES	:	Perform access control functions, which will include control of visitors and confirm the appointments with the host, ensuring that the visitors register is correctly completed and issue the visitor's tags/cards. Ensuring that unauthorized people and dangerous objects do not enter the premises. Report and record the incidents inside the occurrence book. Ensure that Departmental assets do not leave the premises unauthorized. Undertake premises/building patrols to identify water leaks, any signs of break-ins, check unlocked doors, check fire equipment and be able to apply emergency procedures during emergencies situations. Report and record all security breaches. Be able to complete all security registers. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026
POST 32/112	:	**GROUNDMAN: MAINTENANCE REF NO: DHET 61/09/2026** Branch: Skills Development Chief Directorate: Indlela
SALARY	:	R144 024 per annum (Level 02)

CENTRE	:	Olifantsfontein
REQUIREMENTS	:	A National Senior Certificate/Grade 12 or equivalent qualification. Good knowledge of Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Basic knowledge to attend to minor lawnmower repairs and welding problems. Communication and report writing skills. Good listening skills.
DUTIES	:	Conduct regular building inspections and assist in minor electrical, plumbing and welding repairs, Cutting of lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns and surrounding areas. Removal of old flowers and plants, including removal of weeds and cleaning of roads. Pruning of trees. Planting new flowers and plants. Safekeeping of maintenance tools and supplies and Report defects. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
ENQUIRIES	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
CLOSING DATE	:	18 September 2026
POST 32/113	:	**FOOD SERVICE AID: AUXILIARY SUPPORT REF NO: DHET 62/09/2026 (X2 POSTS)** Chief Directorate: Indlela Branch: Skills Development
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Olifantsfontein
REQUIREMENTS	:	ABET/Standard 8/Grade 10 Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Departmental policies. Knowledge of food services and accommodation services will be added advantage. Must be able to work in a team under pressure. Must have good

communication skills. Ability to read and write. At least one -year relevant work experience in a cleaning environment.

DUTIES : General Cleaning of office spaces, restrooms, and corridors. Prepare and cleaning of the meeting boardrooms. Operate and care for equipment and are responsible for reporting faulty equipment. Prepare refreshments for meetings and refresh the boardrooms during the lunch break. Washing and clearing crockeries before and after meeting. Ensure that cleaning equipment is taken care of and cleaned after use. Operate and care for equipment and are responsible for reporting faulty equipment. Responsible for general cleanliness and hygiene. Assist in receiving storage and packing of stock and stocktaking. Work according to working schedules issued by supervisor. Assist supervisor with other tasks related to cleaning services. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

DEPARTMENT OF HOME AFFAIRS

The National Development Plan (NDP) 2030 is a compass pointing South Africa in a new direction where poverty is eliminated, and inequality is reduced by 2030. This desired destination can be reached by enhancing the capacity of the State, and the Department of Home Affairs is committed to delivering on this goal.

CLOSING DATE : 18 September 2026, 16h00.

NOTE : Cadet Learnership Programme in collaboration with PSETA (12 Month Contract) Applications are invited from unemployed youth who have obtained a Grade 12 or NQF4 equivalent qualification for the 2026/27 Cadet Learnership Programme that will run for a 12 Month contract period. This is a Youth Development Empowerment initiative that supports the National Development Plan's idea of formalized recruitment schemes that through theoretical training and experiential learning, afford unemployed youth of South Africa the opportunity to gain skills, knowledge and experience whilst at the same time, positioning themselves for active and meaningful participation in the labour market. The Cadet Learnership Programme compromises of both theoretical and practical components aimed at training on the National Certificate: Immigration Services which exposes learners to the core business of the Department (Immigration Services). Preference will be given to youth who reside within close proximity of the office where the post is based. Successful candidates will receive a monthly stipend for the duration of the Cadet Learnership Programme contract. Applications: Applications must be submitted via email or 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. Shortlisted candidates will also be required to submit a copy of their ID document and a Grade 12 Certificate, 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). Successful candidates will be subjected to pre-employment screening and security checks. The DHA upholds the right to place or reject applications based on service delivery needs and requirements. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. A very systematic selection process is in place to ensure that we identify appropriate candidates and only a certain number will be selected. Applicants who have previously participated in any Public Service Youth Development Programme, as outlined in the Directive on the Employment of Persons in Developmental Programmes in the Public Service issued by the Minister for the Public Service and Administration, and who are currently receiving any form of financial assistance from government for a youth development programme, will not be eligible for consideration.

POST CADET LEARNERSHIP PROGRAMME FOR 2026/2027
(12 MONTHS)

OTHER POSTS

POST 32/114 : **CADET LEARNERSHIP PROGRAMME (GAUTENG: X5 POSTS)**
Chief Directorate Learning & Development

STIPEND : R4 500 per month

CENTRE : Krugersdorp Ref No: HRMC 58/26/1a (X1 Post)
Benoni Ref No: HRMC 58/26/1b (X2 Posts)
Cresta Ref No: HRMC 58/26/1c (X1 Post)
Sedibeng Ref No: HRMC 58/26/1d (X1 Post)
Mamelodi Ref No: HRMC 58/26/1e (X2 Posts)

REQUIREMENTS : National Senior Certificate (Matric)
ENQUIRIES : Ms Makgabo Kobola Tel No: (012) 406 7078 email address: makgabo.kobola@dha.gov.za
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentgp@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria 0001

POST 32/115 : **CADET LEARNERSHIP PROGRAMME (EASTERN CAPE: X6 POSTS)**
Chief Directorate Learning & Development

STIPEND : R4 500 per month
CENTRE : King Williams Town Ref No: HRMC 58/26/2a (X1 Post)
Gqeberha Ref No: HRMC 58/26/2b (X1 Post)
Libode Ref No: HRMC 58/26/2c (X1 Post)
Queenstown Ref No: HRMC 58/26/2d (X1 Post)
East London Ref No: HRMC 58/26/2e (X1 Post)
Port St John Ref No: HRMC 58/26/2f (X1 Post)
REQUIREMENTS : National Senior Certificate (Matric)
ENQUIRIES : Ms Makgabo Kobola Tel No: (012) 406 7078 email address: makgabo.kobola@dha.gov.za
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentec@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria 0001

POST 32/116 : **CADET LEARNERSHIP PROGRAMME (NORTH WEST: X5 POSTS)**
Chief Directorate Learning & Development

STIPEND : R4 500 per month
CENTRE : Klerksdorp Ref No: HRMC 58/26/3a (X4 Posts)
Mankwe Ref No: HRMC 58/26/3b (X1 Post)
REQUIREMENTS : National Senior Certificate (Matric)
ENQUIRIES : Ms. Makgabo Kobola (012) 406 7078 email address: Makgabo.kobola@dha.gov.za
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentnw@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001

POST 32/117 : **CADET LEARNERSHIP PROGRAMME (NORTHERN CAPE: X4 POSTS)**
Chief Directorate Learning & Development

STIPEND : R4 500 per month
CENTRE : Kimberley Ref No: HRMC 58/26/4a (X2 Posts)
Galeshewe Ref No: HRMC 58/26/4b (X2 Posts)
REQUIREMENTS : National Senior Certificate (Matric)
ENQUIRIES : Ms Iris Dibakwane Tel No: (012) 406 4195 email address: iris.dibakwane@dha.gov.za
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentnc@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001

POST 32/118 : **CADET LEARNERSHIP PROGRAMME, (MPUMALANGA: X6 POSTS)**
Chief Directorate Learning & Development

STIPEND : R4 500 per month
CENTRE : Witbank Ref No: HRMC 58/26/5a (X1 Post)
Kwa-Mhlanga Ref No: HRMC 58/26/5b (X1 Post)
Eerstehoek Ref No: HRMC 58/26/5c (X1 Post)
Standerton Ref No: HRMC 58/26/5d (X1 Post)
Nelspruit / Mbombela Ref No: HRMC 58/26/5e (X1 Post)
White River Ref No: HRMC 58/26/5f (X1 Post)
REQUIREMENTS : National Senior Certificate (Matric)
ENQUIRIES : Ms Iris Dibakwane Tel No: (012) 406 4195 email address: iris.dibakwane@dha.gov.za

APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentmp@dha.gov.za or Private Bag X114. Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
POST 32/119	:	**CADET LEARNERSHIP PROGRAMME, (FREE STATE: X5 POSTS)** Chief Directorate Learning & Development
STIPEND	:	R4 500 per month
CENTRE	:	Bloemfontein Ref No: HRMC 58/26/6a (X2 Posts) Phuthaditjhaba Ref No: HRMC 58/26/6b (X1 Post) Ref No: HRMC 58/26/6c (X1 Post) Bethlehem Ref No: HRMC 58/26/6d (X1 Post)
REQUIREMENTS	:	National Senior Certificate (Matric)
ENQUIRIES	:	Ms Iris Dibakwane Tel No: (012) 406 4195 email address: iris.dibakwane@dha.gov.za
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentfs@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
POST 32/120	:	**CADET LEARNERSHIP PROGRAMME, (WESTERN CAPE: X6 POSTS)** Chief Directorate Learning & Development
STIPEND	:	R4 500 per month
CENTRE	:	Wynberg Ref No: HRMC 58/26/7a (X3 Posts) Khayelitsha Ref No: HRMC 58/26/7b (X1 Post) Vredendal Ref No: HRMC 58/26/7c (X1 Post) George Refno: HRMC 58/26/7d (X1 Post)
REQUIREMENTS	:	National Senior Certificate (Matric)
ENQUIRIES	:	Ms Namgidi Masanabo Tel No: (012) 406 4174 email address: namgidi.masanabo@dha.gov.za
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentwc@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
POST 32/121	:	**CADET LEARNERSHIP PROGRAMME, (KWAZULU-NATAL: X6 POSTS)** Chief Directorate Learning & Development
STIPEND	:	R4 500 per month
CENTRE	:	Ixopo Ref No: HRMC 58/26/8a (X1 Post) New Hanover Ref No: HRMC 58/26/8b (X1 Post) Eshowe Ref No: HRMC 58/26/8c (X1 Post) Estcourt Ref No: HRMC 58/26/8d (X1 Post) Umgeni Ref No: HRMC 58/26/8e (X1 Post) Richards Bay Ref No: HRMC 58/26/8f (X1 Post)
REQUIREMENTS	:	National Senior Certificate (Matric)
ENQUIRIES	:	Ms Namgidi Masanabo Tel No: (012) 406 4174 email address: namgidi.masanabo@dha.gov.za
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentkzn@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
POST 32/122	:	**CADET LEARNERSHIP PROGRAMME (LIMPOPO: X5 POSTS)** Chief Directorate Learning & Development
STIPEND	:	R4 500 per month
CENTRE	:	Polokwane Ref No: HRMC 58/26/9a (X1 Post) Giyani Ref No: HRMC 58/26/9b (X1 Post) Jane Furse Ref No: HRMC 58/26/9c (X1 Post) Thohoyandou Ref No: HRMC 58/26/9d (X1 Post) Mokopane Ref No: HRMC 58/26/9e (X1 Post)
REQUIREMENTS	:	National Senior Certificate (Matric)
ENQUIRIES	:	Ms Namgidi Masanabo Tel No: (012) 406 4174 email address: namgidi.masanabo@dha.gov.za

APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted to the following e-mail address: Cadetrecruitmentlp@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001

ANNEXURE H

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.

CLOSING DATE : 25 September 2026 at 16:00 (walk-in) and 20:00 (online)

NOTE : 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 Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. 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 POSTS

POST 32/123	:	**VISITORS COMMITTEE COORDINATING OFFICER – VCCO REF NO: JI 53/2026** Directorate: Regional Coordination & Oversight
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Cape Town – Western Cape Management Region
REQUIREMENTS	:	Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administration/Public Management at NQF 6 as recognised by SAQA. Three-year Degree/National Diploma in Office Management or Administration or relevant qualification on NQF 6 or equivalent qualification. A minimum of 5 years' experience in the Justice Cluster or a minimum of 2 years' supervisory experience. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations. A valid driver's licence. Skills and competencies: computer literacy (MS Office, Excel and PowerPoint), sound interpersonal relations, communication skills (verbal and written), planning and organisational skills, ability to work under pressure and independently and as part of a team, willingness to work extra hours, problem solving and leadership skills, attention to detail and good conflict resolution skills.
DUTIES	:	The successful candidate will be responsible for providing management, supervision and control of Independent Correctional Centre Visitors within the region. Coordinate and monitor ICCV activities, allocate work, review reports, monitor attendance and performance and facilitate induction and training arrangements. Manage complaints, including general, urgent and mandatory complaints, ensure proper recording and escalation of matters and follow up on outstanding responses. Coordinate Visitors' Committee and stakeholder engagement meetings, prepare agendas, compile minutes and track implementation of resolutions. Conduct performance evaluations, compile statistical and management reports, maintain records and registers, provide administrative support to regional oversight activities and liaise with correctional centres, ICCVs, Visitors' Committees and internal stakeholders to support effective oversight.
ENQUIRIES	:	Ms J Gericke Tel No: (021) 421 1012
APPLICATIONS	:	Applications to be submitted through following link: https://forms.gle/uU3164CyEa7PviaU9 or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
POST 32/124	:	**INDEPENDENT CORRECTIONAL CENTRE VISITOR REF NO: JI 54/2026** Directorate: Regional Coordination & Oversight (36-month contract appointment)
SALARY	:	R89 046 per annum (Level 5 - 3/8th), plus 37% in lieu of benefits
CENTRE	:	Somerset East Correctional Centre
REQUIREMENTS	:	Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation of nomination as an ICCV by a community organization (not older than six (6) months). Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.
DUTIES	:	The incumbent will be responsible for conducting site visits and reporting on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and mandatory matters. Receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports. Provide statistical analysis of all complaints received. Attend to enquiries. Carry out all reasonable instructions by the supervisor/ Regional Manager.
ENQUIRIES	:	Ms N Sifesane Tel No: (043) 722 2729
APPLICATIONS	:	Applications to be submitted through the following link https://forms.gle/7pGmxdfrNoig4JDr8 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.

ANNEXURE I

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 012 444- 3319.
CLOSING DATE	:	18 September 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 POSTS

POST 32/125	:	**SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: 092**
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive package)
CENTRE	:	Mpumalanga Region, Witbank
REQUIREMENTS	:	National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years' experience at a junior managerial level in mining, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mining Engineering – Mine Equipment .e.g. winder, boilers, plants etc, Hazard identification and risk management, Public Service Staff Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and Staff Code, Management skills- Planning, Leading, Organising and Controlling, Report Writing Formulation, Good interpersonal relations, Analyses and interpretation of accident statistics, Be able to recommend mining engineering solutions, negotiation skill, Language proficiency, computer skills Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations.
DUTIES	:	Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety. Coordinate, conduct report on investigations into mine related accidents contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the Investigation, consultation and provision of input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide managerial activities.
ENQUIRIES	:	Ms N Gogela at 072 226 6808
NOTE	:	Indian /Coloured or white female are encouraged to apply.
POST 32/126	:	**SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: 093**
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive package)
CENTRE	:	Northern Cape Region, Kimberley
REQUIREMENTS	:	National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years' experience at a junior managerial level in mining, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mining Engineering – Mine Equipment .e.g. winder, boilers, plants etc, Hazard identification and risk management, Public Service Staff Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and Staff Code, Management skills- Planning, Leading, Organising and Controlling, Report Writing Formulation, Good interpersonal relations, Analyses and interpretation of accident statistics, Be able to recommend mining engineering solutions, negotiation skill, Language proficiency, computer skills Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations.
DUTIES	:	Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety. Coordinate, conduct report on investigations into mine related accidents contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the Investigation, consultation and provision of input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide managerial activities.
ENQUIRIES	:	Mr. T Mateta at 082 459 2778
NOTE	:	Indian /Coloured or white female are encouraged to apply.
POST 32/127	:	**SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: 094**
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive package)

CENTRE	:	Free State Region, Welkom
REQUIREMENTS	:	National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years' experience at a junior managerial level in mining, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mining Engineering – Mine Equipment .e.g. winder, boilers, plants etc, Hazard identification and risk management, Public Service Staff Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and Staff Code, Management skills- Planning, Leading, Organising and Controlling, Report Writing Formulation, Good interpersonal relations, Analyses and interpretation of accident statistics, Be able to recommend mining engineering solutions, negotiation skill, Language proficiency, computer skills Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations.
DUTIES	:	Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety. Coordinate, conduct report on investigations into mine related accidents contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the Investigation, consultation and provision of input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide managerial activities.
ENQUIRIES	:	Mr P Nyaqcela at 082 459 2783
NOTE	:	Indian /Coloured or white female are encouraged to apply.
POST 32/128	:	**INSPECTOR: MINE EQUIPMENT REF NO: 095**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package)
CENTRE	:	Gauteng Region, Braamfontein
REQUIREMENTS	:	A National Diploma in Electrical/ Mechanical Engineering (NQF 6) PLUS Certificate of Competency for Mechanical / Electrical Engineering (Mines) with minimum of 3 years' experience in mining and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and Risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.
DUTIES	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines i.e., winders, lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard; and applications of exemptions, permission and approvals.
ENQUIRIES	:	Mr. MN Madubane Tel No: (011) 358 9776
NOTE	:	Indian, Coloured or White female are encouraged to apply
POST 32/129	:	**SECURITY RISK OFFICER REF NO: 096**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Springbok, Kimberley
REQUIREMENTS	:	A Grade 12 (NQF4) with a Grade C PSIRA Certificate, 1 year experience as a Security Guard and a Drivers Licence, Knowledge of: Security legislation,

		policies and, Procedures, Access control procedures, Safety precautions, Security registers, Skills: Problem solving skills, Communication skills (verbal and written), Thinking demand: Innovative and Pro-active thinking, Analytical mind.
DUTIES	:	Execute access control and monitor movements within and between buildings. Conduct routine inspections and security rounds. Prevention of unauthorised removal of departmental assets. Respond to alarm activations and security incidents. Operate Control Room Security Equipment. Support Ministerial and departmental events.
ENQUIRIES	:	Mr Tshimangadzo Netshisaulu at 078 422 4983
NOTE	:	Indian /Coloured or white female are encouraged to apply.

ANNEXURE J

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.

Mpumalanga Provincial Service Centre/Mbombela / Middelburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Gauteng: Provincial Service Centre/Pretoria High Court/Labour and Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg, 2001

CLOSING DATE : 18 September 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 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. 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 Usher Messenger at the Western Cape Division of the High Court: Cape Town, Ref No: 2026/69/OCJ advertised on Public Service Vacancy Circular 25, dated 17 August has been withdrawn.

OTHER POSTS

POST 32/130 : **CHIEF REGISTRAR REF NO: 2026/123/OCJ**

SALARY : R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.

CENTRE : Western Cape Division of The High Court: Cape Town

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license/LLM Degree will serve as an added advantage. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of The Superior Court Act and the Uniform Rules of the High Courts, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of leadership and supervisory/ managerial experience within court environment/legal environment. knowledge of court documentation management and Human Resource Management, Batho Pele Principles. Skilled in Numeracy, problem solving, decision-making, interviewing, computer literacy (MS Office), excellent communication (written and verbal), interpersonal relations, planning and organising and report writing. Along with the following attributes: Resilience, honesty, integrity, flexibility, personal motivation, creative thinking, work ethic, motivated, professional appearance and conduct, self-management, ability to work under pressure and solve problems and confidentiality.

DUTIES : Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees,

allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage 90 leave of staff, advise and lead supervisees with regard to all aspects of the work.

ENQUIRIES : Technical Related Enquiries: Ms RM David Tel No: (021) 482 3809
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 482 3809

APPLICATIONS Applications can be sent via email to 2026/123/OCJ@judiciary.org.za

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

POST 32/131 : **SENIOR VETTING INVESTIGATOR REF NO: 2026/124/OCJ**

SALARY : R605 742 – R713 535 per annum (Level 10). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a National Diploma in Social Science, Security Management, Criminology, Police Science or related qualifications at NQF level six (6) as recognised by SAQA. Three (3) years' experience in the relevant field of which one year should be at supervisory level. Vetting Course from SSA, DI and SAPS will serve as an added advantage. Knowledge and skills: Knowledge of the Constitution of the Republic of South Africa, Minimum Information Security Standard (MISS) and other departmental policies / guidelines and procedural, knowledge of the National Vetting Strategy, Public Service Act, 103 of 1994, general administrative function including vetting, National Strategic Intelligence Act, 39 of 1994, as amended, Protection of Information Act, 85 of 1985, Protection of Personal Information Act, 04 of 2013 and investigation and procedures applicable to the public service. Skilled in communication (verbal & written), financial management, project management, planning, organising, analytical, decision-making, problem solving and strategic skills.

DUTIES : Gather all relevant documents and information, conduct proper analysis and quality checks on information, conduct vetting investigations in respect of confidential and secret level, contact subject and references in order to schedule interviews, compile and submit reports to management and National Intelligence Agency (NLA) on all vetting files and report completed on daily basis, ensure that all interviews with subjects and references are conducted, ensure that all nine vetting factors are adequately addressed where relevant during interviews, follow up with the subject or references on any unclarified or inadequately addressed vetting factor or issue, ensure that all interviews conducted are incorporated fully into the report, compile vetting investigation reports outlining the findings and recommendations gathered and collected during interviews and administer vetting investigation files, ensure sound and evidence-based recommendations, monitor Vetting Investigators progress and quality on reports, incorporate and use all sources and documents used into the reports, submit completed Vetting Investigations to the Vetting Manager/ Supervisor for quality control, conduct company screenings as requested by the Vetting Manager on Ad-hoc basis, prepare ad-hoc investigations reports and recommendation on negative pre-employment findings on candidates, conduct verification of company information as provided for using various sources such as MIE checks, SARS etc, ensure quality and sound company screening and ad-hoc investigation reports are submitted to end users for further handling, conduct ongoing assessment of developments in vetting in order assist in policy development, analyse, research and evaluate all vetting related information, provide advice and guidance on the interpretation and application of legislation, policies and procedures, establish and promote relationships with external stakeholders, including credit information providers to access information, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2604

HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/124/OCJ@judiciary.org.za

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

POST 32/132 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/125/OCJ**

SALARY : R487 197 - R573 370 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE Mpumalanga Provincial Service Centre: Mbombela

REQUIREMENTS : Applicants should be in possession of a three-year National Diploma in Human Resources Management / Public Administration / Public Management / Personnel Management or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' relevant experience in Human Resources Management environment of which one (1) should be at supervisory level. Introduction to PERSAL certificate. Experience in Labour Relations and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and understanding of Public Service Act. 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, knowledge of HRM policies, knowledge of HR related standards, practices, processes and procedure, knowledge of Batho Pele Principles. Skilled in Computer literacy, communication and report writing, Analytical thinking, problem solving, planning and organising skills, decision making, motivational, presentation and time management. Along with the following attributes: Innovative, Meticulous, creative, people orientated, time bound, trustworthy, assertive and self-motivated.

DUTIES : Implement efficient and effective recruitment and selection processes: Identify funded vacant posts, ensure submission of request to advertise panel memo for approval, monitor the compilation and implementation of the recruitment plan, monitor maintenance of staff establishment, provide advice on recruitment and selection matters. Ensure the administration of condition of service and benefits: Capture office leave plan, quality assure all the necessary documents and forms complete and approve / disapprove leave on PERSAL, ensure the submission and completion of PILLIR applications, ensure the administration of long service recognition awards, housing allowance applications, acting allowance and overtime, monitor the submission of pension documents within 6 weeks after termination, monitor the completion and submission of appointment and termination documents, conduct leave audit. Implement Performance Management and Development system and training initiatives: ensure the submission of performance agreements, mid-year reviews, annual assessments and the capturing on PERSAL in line with the PMDS policy and prescripts, quality assure data for outstanding PMDS documents and take remedial actions, facilitate pre-moderation meetings and take minutes, facilitate appeals emanating from the moderation process of the province, monitor the payment of performance rewards, implement training plan in the province, attend to internal and external audit queries. Implement labour relations matters and EHW programmes: Implement the recommendations on grievances, provide support to investigations and disciplinary hearings where necessary in consultation with labour relations, implement the outcomes of disciplinary hearing, dispute and appeal cases, provide support on conciliations and arbitrations, facilitate the implementation of EHW programmes in the province, ensure the provision of efficient and effective provision of HR records management services, ensure the maintenance of the registry book for HR document and request, ensure adequate filing system, maintain safe custody and protection of files and records, ensure the maintenance of HR record management database, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES	:	Technical Related Enquiries: SJ Zwane Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane Tel No: (013) 758 000
APPLICATIONS	:	Applications can be sent via email to 2026/125/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 32/133	:	**VETTING INVESTIGATOR REF NO: 2026/126/OCJ**
SALARY	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of National Diploma in Social Science, Security Management, Criminology, Police Science or related qualifications at NQF level six (6) as recognised by SAQA. Two (2) years' experience in the relevant field. Vetting Course from SSA, DI and SAPS will serve as an added advantage. Knowledge and Skills: Knowledge of the Constitution of the Republic of South Africa, Minimum Information Security Standard (MISS) and other departmental policies/guidelines and procedural, National Vetting Strategy, Public Service Act, 103 of 1994, general administrative function including vetting, National Strategic Intelligence Act, 39 of 1994, as amended, Protection of Information Act, 85 of 1985, Protection of Personal Information Act, 04 of 2013 and investigation and procedures applicable to the public service. Skilled in computer literacy, report writing, research, planning, communication (written and verbal) and interpersonal skills.
DUTIES	:	Gather all relevant documents and information, conduct proper analysis and quality checks on information, conduct vetting investigations in respect of confidential and secret level, compile and submit reports to management and National Intelligence Agency on all vetting files and reports completed on daily basis, contact subjects and references in order to schedule interviews, ensure that all interviews with subjects and references are conducted, ensure that all nine vetting factors are adequately addressed where relevant during interviews, follow up with the subject or references on any unclarified or inadequately addressed vetting factor or issue, ensure that all interviews conducted are incorporated fully into the report, compile vetting investigation reports outlining the findings and recommendations gathered and collected during interviews and administer vetting investigation files, ensure sound and evidence-based recommendations, incorporate and use all sources and documents used into the reports, submit completed Vetting Investigations to the Vetting Manager/ Supervisor for quality control, conduct company screenings as requested by the Vetting Manager on Ad-hoc basis, prepare ad-hoc investigations reports and recommendation on negative pre-employment findings on candidates, conduct verification of company information as provided for using various sources such as MIE checks, SARS etc, ensure quality and sound company screening and ad-hoc investigation reports are submitted to end users for further handling, conduct ongoing assessment of developments in vetting in order assist in policy development, analyse, research and evaluate all vetting related information, provide advice and guidance on the interpretation and application of legislation, policies and procedures, establish, promote relationships with external stakeholders and credit information providers to access information.
ENQUIRIES	:	Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2604 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/126/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 32/134	:	**ADMINISTRATION CLERK: ASSET REF NO: 2026/127/OCJ**
SALARY	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Gauteng Division of The High Court: Johannesburg
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve 12 certificate. No experience required. Experience in Asset Management and a valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations, knowledge of PFMA, knowledge of Financial policies and procedures, knowledge of Treasury Regulations; BAS; PMDS; DFI and SCOA; Skilled in Computer literacy (MS office), analytical,

communication, interpersonal relations, administration, time management, numeracy, customer services orientation and self-management. Along with the following attributes: Self-motivated, creative thinking, teamwork, ambitious and time bound.

DUTIES : Provide support with the co-ordination of compliance of Asset Management, ensure accurate specifications and quantities, ensure that Annexure B3 is completed and filed, ensure that all new assets are tagged, registered on the Asset Register, recorded on the signed Inventory List behind the relevant room/location door, prepare and process payments on the JYP System. Ensure Asset Movement form is completed when an asset is being moved or being taken for repairs, quality assure physical assets against the inventory list and the JYP Asset Register, perform a physical asset verification process to ensure the existence and completeness of the lease register, ensure that assets are barcoded and marked with permanent marker, ensure that Leased Assets Register is up to date, request for the uploading of assets on the register must be supported by the relevant payment batches and correct documentation to ensure correct valuation of assets, ensure that unverified assets are investigated to ensure that they were not disposed or transferred, ensure that deadlines for submitting reports at the Provincial Service Centre are adhered to at all times, facilitate disposal of unserviceable, redundant, obsolete and lost assets, facilitate the disposal of assets through the relevant disposal committees, identify and report surplus, redundant, obsolete, unserviceable or under-performing assets to the national office, ensure that assets are disposed of on the JYP system in the same financial year they were physically disposed, ensure a list of assets disposed on the JYP system is forwarded to the Provincial Service Centre for confirmation against approved disposal memorandums, maintain a file for approval disposal certificates (D12), provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filling system for all the records and provide support with stationery supplies within the sub-directorate.

ENQUIRIES : Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/127/OCJ@judiciaryorg.za

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

POST 32/135 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/128/OCJ**

SALARY : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Mbombela

REQUIREMENTS : Applicants should be in possession of Grade 12 certificate as recognised by SAQA. No experience required. A three (3) year National Diploma in Supply Chain Management / Economics / Finance / Financial Management/ Procurement/ Logistics and Public Administration at NQF level 6 with 360 credits as recognised by SAQA and a valid driver's license will serve as an added advantage. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, collate financial statistics, insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), basic financial operating systems (BAS), basic knowledge of work procedures in terms of work environment, legislative framework governing the public sector and Batho Pele Principles. Skilled in communication (verbal and written), problem solving, computer literacy and report writing.

DUTIES : Capture invoices and creation of creditor payment advises, render asset management clerical support, render demand and acquisition clerical support, process purchase orders and render and record all procurement transactions.

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

APPLICATIONS : Applications can be sent via email to 2026/128/OCJ@judiciary.org.za

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

POST 32/136	:	**REGISTRAR'S CLERK REF NO: 2026/129/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS	:	Applicants should be in possession of Grade 12 as recognised by SAQA. No experience required. A three (3) years National Diploma in legal qualification or equivalent with 360 credits as recognised by SAQA, a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, storage and retrieval procedures in terms of the working environment, understanding of legislative frameworks governing the Public Service, filling system, mail procedure manual, Promotion of Access to Information Act, National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal, problem solving, analysis, time management and administrative skills.
DUTIES	:	Perform clerical and administrative work within the Court, handle court's request files, render case management duties and provide support with administrative registrar.
ENQUIRIES	:	Technical enquiries Ms. RS Ledwaba Tel No: 013 758 0000 HR enquiries: Mr. SJ Zwane / Mr. MV Maeko Tel No: (013) 758 0000
APPLICATIONS	:	Applications can be sent via email to 2026/129/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE K

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.

APPLICATIONS	:	**Cape Town Regional** Office Applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, Cape Town, 8000 or hand delivered to Ground-floor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town. For Attention: Ms C Rossouw **Head Office (Pretoria)** Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau **Port Elizabeth Regional** Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms P Buwa
CLOSING DATE	:	02 October 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. 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. 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. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

MANAGEMENT ECHELON

POST 32/137 : **CHIEF FINANCIAL OFFICER (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2026/326**
Job Purpose: To provide strategic and business leadership to the DPW and PMTE finance and supply chain management divisions to achieve their mission and strategic outcomes.

SALARY : R1 885 710 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum qualification at NQF level 8 as recognised by the SAQA in Financial Management or related field of study. 8 years of experience at a senior managerial level in Finance Management. Registration as a chartered accountant will be an added advantage. Knowledge: Strategic Planning, Strategic Knowledge Management, Business analyses and risk management, Change management and organisational development, Extensive knowledge of department strategic objective, In-depth knowledge of government protocol processes, Development and implementation of strategies, Public Finance Management Act, Supply Chain Management, Financial and budget administration processes and systems, Public Service Regulations, Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates), Government Budget Systems and procedures, Government Financial Systems (PERSAL, PMIS, WCS, LOGIS and BAS). Skills: Executive management skills, Sound analytical and problem identification and solving skills, Advanced report writing, Organising and planning, Computer utilisation, Policy formulation, Negotiation skills, Advanced communication (verbal and written), Advanced interpersonal and diplomacy skills, Time management, Decision making skills, Conflict management, Motivational skills, Programme and management skills. Personal Attributes: Innovative, Resourceful, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, People orientated, Assertive, Ability to work independently, Team player. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Provide strategic leadership in the development, implementation and maintenance of Finance policies, directives, guidelines and strategic plans: Undertake research on latest finance trends. Collate all relevant information and infuse them in Finance strategic policy. Source financial policies, guidelines and directives from the National Treasury. Advise and monitor the implementation of National Treasury policies and guidelines in the Department's Strategic Plan. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations (particular on finance). Undertake the effective monitoring and evaluation of department's financial policies. Oversee all financial operations, including accounting, budgeting, forecasting, and

financial reporting: Oversee the collation of components budgets. Ensure that the department's expenditure is in accordance with budget vote. Ensure that effective and appropriate steps are put in place to prevent unauthorised, irregular and fruitless expenditure. Prepare and present reports to the Executing Authority on budget irregularities. Prepare Departments' budget vote statements. Ensure that budget management complies at all times to the PFMA and MTEF. Ensure that financial reports/statements adhere to applicable financial standards. Manage the implementation of the department trading entity's financial strategies: Develop guidelines and strategies to manage the effective implementation of budget devolution initiatives and strategies. Oversee and monitor the implementation of the developed guidelines and strategies. Support the Director-General and management in the execution of their functions in terms of PFMA and Treasury Regulations: Establish and maintain effective and efficient financial, risk and internal control systems. Ensure the effective, efficient, economical and transparent use of Department's financial resources. Manage Department's working capital efficiently and economically; monitor the preparation and keep full and proper records on Department's financial affairs. Monitor the settling of all contractual obligations and collection of monies owing to the Department. Advise the Minister, Director General and Heads of Departments on financial management related policies. Monitor the implementation of policies on the management and writing off of damaged and lost assets; act as a link between the Department, National Treasury, Financial Institutions and relevant stakeholders. Represent the department in financial related matters. Manage the Branch: Plan, organise and control activities pertaining to the functions of the branch; Develop and manage the operational plan of the Branch and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Branch.

ENQUIRIES : Mr S Mdakane at (082) 929 9885

APPLICATIONS : Email applications for this position must be email to: Recruitment26-72@dpw.gov.za

NOTE : All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests

POST 32/138 : **DEPUTY DIRECTOR-GENERAL: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/327**

SALARY : R1 885 710 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum NQF 08 qualification as recognised by SAQA, in or directly relevant to immovable asset management, real estate management, property or lease management or the built environment, 8 years of experience at a senior managerial level in real estate management, property investment, or related property functions. An NQF 09 qualification or higher and more than 08 years direct senior management experience as specified will be an added advantage. Leadership & Delivery: a proven and demonstrated track record of orchestrating multidisciplinary professional teams within complex infrastructure delivery and immovable asset management environments; possesses a deep-seated mastery of the entire asset lifecycle, from strategic inception and acquisition to maintenance, optimisation, and disposal, with a proven ability to translate high-level departmental mandates into tangible business outcomes and long-term strategic objectives. Other added advantage: relevant professional registration in built sector or property related field, and private sector property management or immovable asset management experience.

Licensing: possession of a valid, unencumbered driver's licence. Vetting & Compliance: the successful candidate will be required to undergo and maintain a formal security clearance. Professional Agility: the ability and willingness to adjust work hours and schedules to meet critical professional requirements and urgent organisational imperatives. Knowledge: professional understanding of real estate and property management, including acquisition, disposal, leasing, contract management, maintenance, servitudes and property investment; legislative frameworks including PFMA, Treasury Regulations, OHS Act, Public Service Act and Regulations, MISS, and relevant built-environment norms and standards; government structures and intergovernmental linkages across national, provincial and local spheres; applied commercial law principles relevant to property transactions; corporate governance, risk management and financial oversight; human resource management, labour relations and organisational change management; service delivery innovation, transformation frameworks and empowerment policies (B-BBEE, SMME, women and disability inclusion). SKILLS: strategic capability and leadership at executive level; programme and project management of large property portfolios; people management, empowerment and talent development; financial management and resource optimisation; advanced problem-solving, business transformation and change management; high-level communication, negotiation and stakeholder management skills; policy development, analysis and implementation; contract management, quality assurance and operational coordination. Personal Attributes: innovative, forward-thinking and solutions-driven; high resilience, able to manage complexity under pressure; strong professional judgement and integrity; confident, influential and able to establish high-trust relationships; highly motivated, decisive and able to work independently where required; excellent leadership presence with the ability to inspire and direct large teams.

DUTIES : Strategic Leadership of Real Estate Management Services: translate the departmental vision into a coherent branch strategy, structure and operational plan; provide executive leadership to ensure the branch delivers on its mandate for real estate, portfolio, asset lifecycle and property investment management; lead the development and implementation of strategies, policies and systems that ensure effective, efficient and compliant management of immovable assets. Real Estate Portfolio Management and Asset Performance: oversee the full property lifecycle, including acquisition, disposal, leasing, estates, servitudes and maintenance of immovable assets; ensure optimal utilisation, economic efficiency and sustainability of the national property portfolio; direct the development and maintenance of the Immovable Asset Register and property information systems; lead the creation of a master plan for managing both freehold and leasehold government property portfolios. Oversight of Leasing, Contracts and Property Transactions: ensure timely and compliant management of lease contracts, including renewals, terminations, rent reviews and cost optimisation; oversee acquisition and disposal processes, ensuring legal compliance, transparency and alignment with national priorities; provide executive governance over creditor management, debtor recovery and contract performance within the portfolio. Governance, Compliance and Organisational Performance: ensure adherence to PFMA requirements, Treasury Instructions, governance frameworks and built-environment standards; establish and maintain internal controls, risk management systems and monitoring mechanisms to ensure integrity of operations; evaluate branch performance against strategic objectives and implement corrective measures to drive continuous improvement; champion organisational transformation, change initiatives and service delivery improvement programmes. Branch Leadership, People Management and Resource Stewardship: provide visionary leadership to the Branch, ensuring a motivated, skilled, high-performing workforce; manage the performance, development, labour relations and wellbeing of staff in accordance with HR frameworks and SMS requirements; manage the branch budget, ensuring financial prudence, accountability and alignment with strategic priorities; oversee administrative reporting, communication systems, audit responses and quality assurance processes. Research, Policy Development and Industry Intelligence: lead research into property market trends, built-environment innovations and emerging risks; identify policy gaps and drive the development or review of legislation, policy frameworks and norms and standards; ensure that branch practices remain future-focused, efficient, integrated and responsive to the needs of government.

ENQUIRIES	:	Mr Sifiso Mdakane at 082 929 9885
APPLICATIONS	:	Email applications for this position must be email to: Recruitment26-73@dpw.gov.za
NOTE	:	All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests
POST 32/139	:	**DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION REF NO: 2026/328**
SALARY	:	R1 885 710 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum NQF level 08 qualification as recognised by SAQA in or directly related to the Built Environment, Property Management, Law, Policy Research and Development or Development Studies as recognised by SAQA; 8 years of experience at a senior managerial level in the relevant field; extensive experience in research and policy development. Knowledge: Functioning of national, provincial and local government; fundamental economics; financial management; EPWP goals and objectives; employment creation strategies; appropriate labour-intensive technologies and skills development strategies. Skills: Strategic management; executive management skills; tender processes; effective communication (verbal and written); marketing and liaison; programme and project management; relationship management; influencing skills; negotiation. Personal Attributes: Solution orientated; ability to design ideas without direction; ability to work under stressful situations; ability to communicate at all levels, including with political office bearers.
DUTIES	:	Provide strategic leadership in the development and implementation of legislation, strategies, and policies for the Branch: commission researches on latest trends, ensure the development and implementation of effective and efficient acts, strategies and policies, ensure that all branch policies are in line with the department's strategic objectives, determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies, and ensure that the budget framework is in line with the Medium Term Expenditure Framework. Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry: provide strategic leadership in the development of building regulations, norms and standards, research, develop, monitor and review construction sector policies, establish best practice partnerships with various stakeholders in the construction industry (local and international), facilitate policy integration with DPW Public Entities, oversee the development of policies within the Department, and regulate the property industry to promote transformation, growth and development. Promote uniformity and best practice in immovable asset management in the public sector: research, develop, monitor and review policies and regulations, establish best practice partnerships with various stakeholders in the property industry (local and international), provide support to Immovable Asset Management, and oversee the development of policies within the Department. Develop and manage the implementation of international relation framework: manage, integrate and coordinate international relations, identify and articulate issues of strategic significance to the department, and develop international relations framework. Manage the Policy Research and Regulation Branch: establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations, develop and manage the operational plan of the Branch and report on progress as required, manage performance and development of employees, establish, implement and maintain efficient and effective communication arrangements, compile and submit all required administrative

reports, quality control of work delivered by employees, and manage and monitor the budget and expenditures for the Branch.

ENQUIRIES : Mr S Mdakane at 082 929 9885.

APPLICATIONS : People with disabilities are encouraged to apply. Email applications for this position must be email to: Recruitment26-74@dpw.gov.za

NOTE : All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests

OTHER POSTS

POST 32/140 : **CHIEF CONSTRUCTION PROJECT MANAGER (GARDE A) REF NO: 2026/329**

SALARY : R1 317 108. per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of relevant engineering degree or equivalent. Six (06) years post qualification experience and registration with the relevant council SACPCMP as a Professional Construction Project Manager. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also are critical.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all monthly interim payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Ms T Kolele Tel No: (021) 402 2063

APPLICATIONS : Email applications for this position must be email to: RecruitCPT26-60@dpw.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/141 : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT (PARLIAMENT & PRESIDENCY, MINISTERS & DEPUTY MINISTERS) REF NO: 2026/330**

SALARY : R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management, Property Management, Real Estate/ Built Environment or related field. Appropriate years of experience in Asset (immovable) Management/ Property Management or Facilities Management at an Assistant Director level. A valid Driver's license. Knowledge: Asset

(immovable) Management, Property Management, Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Market research, Property economics, Treasury regulations, Government budget procedures / timeframes; (MTEF), Financial management and administration, Project management, Construction regulations, built environment, Works Control System (WCS), Basic Accounting System (BAS), Financial administration processes and systems, Procurement directives and procedures, Tender procedures. Skills: Effective communication skills, Advanced report writing skills, Computer literacy, Planning and organizing, Diplomacy skills, Interpersonal skills, Policy analysis and development, Problem solving, Presentation skills, Budgeting and Facilitation skills Ability to work under pressure; Ability to communicate at all levels; Willing to adapt to work schedule in accordance with professional requirements.

DUTIES : Manage allocation of official accommodation for the President, Deputy President, Ministers, Deputy Ministers and Presiding Officers, in line with prescripts. Management of Client Requests and Complaints: Verify client requests and ensure accurate documentation. Keep up to date with new developments related to Prestige (Guide for Members of the Executive and related regulations). Issue acknowledgement letters to clients, informing them of the assigned Project Manager (e.g., Interior, Technical). Ensure proper management and maintenance of residential accommodation and household furniture for Prestige clients. Arrange and attend client consultations to determine their needs and requirements, providing guidance in line with applicable policies. Maintain regular communication with clients to provide updates on project progress and address any concerns. Management of Building Programmes for Capital Works and Planned Maintenance Projects: Analyse capital, planned, and unplanned maintenance building programmes to identify priorities and risks. Review and analyse monthly expenditure reports to monitor financial compliance and expenditure levels. Interact with Project Managers to ensure timely progress on projects and resolve operational delays. Coordinate with internal and external stakeholders to support smooth project execution. Operational Management of the Component: Liaise with Interiors, Director, Deputy Director (DD), Technical Maintenance, and Inspectors to schedule client appointments. Maintain ongoing communication with Project Managers regarding project status and progress. Attend meetings with internal role players, clients, consultants, and Project Managers to provide briefings and updates. Coordinate meetings with executing units and service providers within the Department of Public Works and Infrastructure (DPWI) to ensure alignment and operational efficiency. Management of Presidential Events and Prestige Properties: Arrange bilateral meetings with Prestige clients as required. Assist with planning and coordinating state functions, State visits, and state funerals. Ensure all events and related property requirements are managed in accordance with government protocols, policies, and timelines. Manage effective communication with all clients and stakeholders.

ENQUIRIES : Mr. T Tshotyana Tel No: (021) 402 2286

APPLICATIONS : Email applications for this position must be email to: RecruitCPT26-61@dpw.gov.za

POST 32/142 : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT (PRESTIGE ESTATE MANAGEMENT) REF NO: 2026/331**

SALARY : R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management, Property Management, Real Estate/ Built Environment or related field. Appropriate years of experience in Asset (immovable) Management/ Property Management or Facilities Management at an Assistant Director level. A valid Driver’s license. Knowledge: Asset (immovable) Management, Property Management, Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Market research, Property economics, Treasury regulations, Government budget procedures / timeframes; (MTEF), Financial management and administration, Project management, Construction regulations, built environment, Works Control System (WCS), Financial administration processes and systems, Procurement directives and procedures, Tender procedures. Skills: Effective communication skills, Advanced report writing skills, Computer literacy,

Planning and organizing, Diplomacy skills, Interpersonal skills, Policy analysis and development, Problem solving, Presentation skills, Budgeting and Facilitation skills Ability to work under pressure; Ability to communicate at all levels; Willing to adapt to work schedule in accordance with professional requirements.

DUTIES : Manage the provision of official accommodation for Directors-General, Members of Parliament (MPs) and sessional officials. Manage allocation of official accommodation for Directors-General, Members of Parliament (MP) and sessional officials in line with prescripts. Ensure provision of safety and security with the residences. Coordinate prestige projects. Ensure that requests received comply with the rules governing the Parliamentary Villages and within the budget allocation. Compile report to the client on progress regarding project in execution and provide timeframes. Coordinate state events and functions. Ensure effective rental debt management. Manage access control and screening of visitors within prestige facilities. Conduct regular property occupation verifications. Coordinate maintenance of assets with Facilities Management unit. Provide inputs towards compilation of annual conditions assessment programme for capital works and planned maintenance. Provide inputs on the analyses and monitoring of capital, planned and unplanned maintenance budget and expenditure for Prestige. Manage the procurement process of new assets. Manage bi-annual verification process of movable assets. Ensure proper handling and preservation of antique furniture. Ensure optimal procurement practices for all assets. Manage effective Prestige client relations: Develop client relations management strategies and standards and ensure adherence thereof. Develop open and effective channels of communication. Manage reporting and communication to clients. Manage prestige clients' requests and complaints. Compile reports, memos, letters, responses to parliamentary questions, media reports etc. Keep up to date with new developments related to Prestige (Parliamentary Villages Management Act and related regulations). Control and monitor the expenditure of the Parliamentary Villages Management Board budget. Manage contracts of transport service providers for MPs as per PVMB guidelines. Improve the quality of support delivered to users through the ongoing review of services provided. Coordinate Parliamentary Villages Management Board meetings

ENQUIRIES : Mr. T Tshotyana Tel No: (021) 402 2286

APPLICATIONS : Email applications for this position must be email to: RecruitCPT26-62@dpw.gov.za

POST 32/143 : **DEPUTY DIRECTOR: PROPERTY DISPOSALS REF NO: 2026/332**

SALARY : R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Town Planning, Property Development and Management, Law Degree or related field of study. Relevant years of experience at a junior management level (Assistant Director equivalent). On Valid driver's License. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and project planning; Reporting procedures; GIAMA; DISPOSAL ACT; Deeds Registry Act; Financial Assistance Land Act (FALA); BBBEE; Treasury Regulations. Skills: Report writing; Accounts and numeric skills; Analytical thinking; Communication skills; Interpersonal skills; Problem solving skills; Organizing and planning; Personal attributes: Goal and solution orientated; Assertiveness; People and client orientated; Innovative; Ability to work under stressful conditions; Hard working; Ability to communicate at all levels. Ability to adapt in accordance with office requirements.

DUTIES : Implement and maintain property management policies, procedures and strategies. Implement and maintain property management policies, procedures and frameworks. Ensure compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Establish proper property management, governance processes and internal control measures. Undertake research on the best current practices in relation to property management. Manage the disposal process of redundant and superfluous residential properties. Manage the process of identifying redundant and superfluous residential properties to be disposed of. Ensure the accuracy of information gathered on identified

redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Expedite recommendation for Directorate. Investment Analysis to conduct Investment Option research and advice on best disposal mode. Expedite recommendation for Directorate: Valuation Services to determine the market value of identified properties. Manage the disposal process of redundant and superfluous residential properties. Facilitate and coordinate the submission and presentation of Disposal applications at the Provincial State Land Disposal and Vesting Committee (PSLDVC). Manage the process of identifying redundant and superfluous residential properties to be disposed of. Ensure the accuracy of information gathered on identified redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Expedite recommendation for Directorate: Investment Analysis to conduct Investment Option research and advice on best disposal mode. Expedite recommendation for Directorate: Valuation Services to determine the market value of identified properties. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS). Ensure completion of conveyance processes in respect of all properties approved for disposal and released by Ministry of DPW&I. Issue transfer instruction to Office of the State Attorney. Ensure and verify correctness of transfer documents from Office of the State Attorney before signing by Delegated authority in the Region. Ensure completion of conveyance & registration processes in respect of gas, power and water pipeline servitudes over state land. Facilitate and communicate need for disposal/removal/update of the property information PMIS. Manage the Sub-directorate. Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees. Manage Financial Resources of the sub-directorate.

ENQUIRIES : Mr. D Gqibela Tel No: (021) 402 2315
APPLICATIONS : Email applications for this position must be email to: RecruitCPT26-63@dpw.gov.za

POST 32/144 : **DEPUTY DIRECTOR: TRAINING MANAGER (EPWP) REF NO: 2026/333**

SALARY : R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources Development/ Human Resource Management/ Public Administration / Public Management / Behavioural Sciences/ Sociology/Psychology / Education. Relevant years of experience in Training and Skills Development Coordination and Management field at a junior management level (Assistant Director equivalent). Valid driver's license. Prepared to travel extensively. Willing to adapt to work schedule in accordance with the office requirements and long working hours. Knowledge of Disciplinary and Dispute Resolution procedures, Social Facilitation, Project Management, Developmental Studies, Contract Management, Supply Chain Management and Procurement Procedures. Skills; Computer Literacy, Planning and Organising, Problem Solving, Training and Presentation Skills, Communication, Report Writing, Financial Management, Negotiations Performance Management. ETD and Skills Development Environment including SETA knowledge, Post School Training Knowledge, National Skills Development Strategy and Standards, practices, process and procedures related to the management of skills development. National Human Resource Development Strategy. Training facilitation, materials development and standard development. Structure and functioning of the EPWP, EPWP Sectors and EPWP Recruitment Guidelines. Regulatory framework related to HR development including the Skills Development Act, Ministerial Determination, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, collective agreements. Code of Remuneration and the Public Finance Management Act, Further Education and Training Act, Adult Basic Education and Training Act, Adult Basic Education and Training Act, National Recognition of Prior Learning Policy, Social Facilitation and Interaction. Must

have planning and organizing skills. Training and Presentation, Interpersonal, team building, Facilitation decision, report writing and policy interpretation skills. Personal attributes: Resourceful, Team Player, Creative, Ability to work under stressful situations. Ability to communicate at all levels. Punctuality, Assertive, Ability to work independently.

DUTIES : Coordinate and support the training of EPWP participants. (not limited to DPWI sourced funding): Manage the submission and verification of training applications from sectors and public bodies across all spheres of government. Present the training applications to the EPWP Approval Training Committee for approval. Manage the preparation process of the trainings i.e. logistical meetings, Public Body preparedness, training providers preparedness and venue due diligence. Monitor the training performance to ensure good quality. Profile the EPWP training interventions. Conduct training events. Manage training records as per the set guidelines. Ensure compliance to the Paper Trail System requirements. Coordinate and represent EPWP in training forums. Participate in EPWP training projects as requested e.g. research studies. Support EPWP Sectors in training interventions: - Support Public Bodies with assistance on their Public Body own funded training as requested. Provide support to procurement processes as requested. Provide support to training providers when claiming. Verify training provider claims. Respond to audit requests and implement resolutions of training audits in the province. Intervene and resolve challenges related to training. Develop and maintain sound relationships with stakeholders. Maintain stakeholder relationships. Coordinate EPWP reporting of training performance and monitor data integrity within the province: - Ensure compliance to the reporting guidelines. Submit evidence documents required to confirm training achieved. Analyse EPWP training performance data on an ongoing basis to ensure set targets are met. Prepare performance reports to various stakeholders and forums as required. Intervene and support public bodies in terms of reporting challenges on Training. Support and oversee interventions for ensuring data quality. Facilitate as a trainer on EPWP training interventions: - Facilitate as a trainer on selected training programmes. Manage the sub-directorate: Develop and manage the operational plan and report on progress as required. Manage performance as per the set guidelines. Establish and maintain appropriate internal controls to ensure ethical conduct as per the set requirements i.e. Code of Conduct, PFMA prescripts etc. in order to meet performance expectations. Support the development of subordinate employees. Establish, implement and maintain efficient and effective communication protocols in the Unit ensuring maximum utilization and productivity of staff in the Unit. Compile and submit all required administrative reports as per the set prescripts. Quality control the work delivered by subordinate employees. Manage and monitor the allocated budgets. Intervene and address challenges. Manage the training for EPWP participants not limited to NDPW source funding. Consolidate training needs for the province through liaison with sectors and implementing public bodies across the spheres of government. Consolidate, submit and present the provincial training applications and ensure approval thereof. Conduct logistical meetings in preparation of training ensuring all contract prescripts are adhered to and ensure training provided in the province is compliant to the Training Operations Procedures Guidelines of the EPWP Training. Ensure provision of technical assistance to public bodies and programmes in terms of EPWP training interventions not limited to NDPW sourced funding. Ensure training providers are compliant to audit requirements and implement resolutions of audits related to the EPWP training in province. Manage the budget allocated to the region for training of EPWP participants. Consolidate training needs determine the provincial budget allocation. Facilitate as a Project Manager in Supply Chain Management the process of training providers. Compile and present provincial training progress reports on to date progress of expenditure and available budget. Support training providers with processing of claims for approval and payments and ensure reporting of budget and expenditure. Manage the procurement of training providers and manage and support training providers on contractual matters. Compile and present provincial training progress report and ensure training data is reported to the EPWP reporting system. Supervise and manage EPWP training Unit in the Region. Ensure compliance to the Performance Management Development System (PMDS) requirements i.e submission and sign off of work plans and assessments. Provide guidance and direction to Assistant Directors Responsible for training coordination. Manage the coordination and provision

of EPWP learning Programmes and any other staff capacity building programmes. Ensure capacity building of staff in the Unit.

ENQUIRIES : Mr. M. Ntese Tel No: (041) 408 2029
APPLICATIONS : Email applications for this position must be email to: RecruitPE26-38@dpw.gov.za

POST 32/145 : **ASSISTANT DIRECTOR: PROPERTY DISPOSAL (REMS) REF NO: 2026/334**

SALARY : R605 742 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Law Degree or related field of study. Relevant years of experience in the field. A valid driver's license. Knowledge: Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Reporting procedures. Giamadisposal Act. Deeds. Registry Act. Financial Assistance Land Act (FALA) BBBEE. Treasury Regulations. Computer literacy. Skills: Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning. Goal and solution orientated. Assertiveness. People and client orientated. Innovative. Ability to work under stressful conditions. Hard working. Ability to communicate at all levels. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.
DUTIES : Implement and maintain property management policies, procedures and strategies: Implement and maintain property management policies, procedures and frameworks. Provide guidance on compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Co-ordinate the disposal process of redundant and superfluous residential properties: Provide guidance on the process of identifying redundant and superfluous residential properties to be disposed of. Co-ordinate and facilitate the identification process of redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: - (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS) Co-ordinate and facilitate gathering of original conveyance and transfer documentation. Ensure delivery of instructions to the Office of the State Attorney. Accept draft Power of Attorney and transfer documents from Office of the State Attorney in preparation for Delegated Authority to sign. Supervise employees to ensure an effective service delivery.
ENQUIRIES : Mr. D Gqibela Tel No: (021) 402 2315
APPLICATIONS : Email applications for this position must be email to: RecruitCPT26-64@dpw.gov.za

POST 32/146 : **ADMINISTRATION OFFICER: PRESTIGE PARLIAMENTARY PRECINCT REF NO: 2026/335**

SALARY : R338 106 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/Public Management or related qualification. Relevant years of work experience in administrative or operational support. Valid driver license. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Administrative and organising skills, Good written and verbal communication, Record-keeping and document management, Stakeholder liaison, Problem-solving abilities. Knowledge of Government regulatory framework, Minimum Information Security Standards (MISS) Act,

Departmental strategic goals and objectives and service delivery programmes, Public Finance Management, Public Service Regulation, Public Service Act, National Minimum Information Requirement, Regulations of the National Archives and records Service of South Africa Act and related records management processes, Archive standards and procedures.

DUTIES : Provide administrative support to the Prestige Directorate With regard to the Parliamentary Precinct in terms of co-ordinating meetings: Prepare meeting notices, agendas, and documentation packs. Record and distribute minutes and action items. Maintain a register of resolutions and decisions. Coordinate logistical arrangements for bi-lateral meetings. Maintain proper filing systems (electronic and manual). Support communication and liaison processes between the client department, the South African Police Service, and relevant stakeholders: Draft routine correspondence and stakeholder communication. Maintain updated contact databases of the clients and stakeholders. Coordinate submission and tracking of queries and service requests. Assist with the parking administration and record keeping of the parking areas pertinent to the Parliamentary Precinct. Assist with preparation of reports and briefing documents. Supports financial record-keeping and compliance processes in line with Treasury and audit requirements: Track implementation of resolutions pertinent to specific meeting. Liaise with client regarding day-to-day maintenance calls logged. Liaise with Service Providers on work in progress as well as completed calls logged. Do routine site inspections of the Precinct daily. Send out communication alerts as and when required.

ENQUIRIES : Ms B Manuel Tel No: (021) 402 2139

APPLICATIONS : Email applications for this position must be email to: RecruitCPT26-65@dpw.gov.za

POST 32/147 : **ADMINISTARTION OFFICER: PRESTIGE REF NO: 2026/336**

SALARY : R338 106. per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management or related qualification. Relevant years of experience in public administration or property management field. A valid driver's license. Knowledge: Public Finance Management Act; Treasury regulations; Government budget procedures / timeframes; Project management; Financial administration processes and systems; Procurement directives and procedures; Tender procedures. Skills: Professional client relations; Effective communication skills; Advanced report writing skills; Computer literacy; Planning and organizing; Diplomacy skills; Interpersonal skills; Presentation skills. Personal Attributes: Hardworking; Self-motivated; Ability to work under pressure; Ability to communicate at all levels; Analytical thinking. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Facilitate the allocation of official accommodation for Members of Parliament (MPs) and Sessional Officials. Identify and verify vacant accommodation and ensure adequate preparation. Receive and capture accommodation requests and process submissions for allocation. Conduct property inspections prior occupation and eviction by the tenant to determine the condition of the property and report defects / negligence. Follow up on occupant's allocations or evictions. Verify Sessional Officials per Department and ensure confirmation of eligible status. Conduct regular property occupation verifications and update Parliamentary Villages occupancy lists. Ensure record of occupancy is updated regularly and inform Finance Section of any movements to ensure billing is up to date. Facilitate access control and screening of visitors within prestige facilities. Log and attend to all logged calls by tenants regarding day-to-day maintenance and minor repairs and keep client and relevant colleagues updated on progress until completion of work. Follow-up and liaise with the Facilities Management Contractor on work to be executed. Ensure proactive identification of matters requiring attention within the facility and report for work to be executed. Provide movable and immovable assets administration. Assist with appointments and access for asset verification and the barcoding of new assets. Co-ordinate the movement of furniture. Ensure all administration related matters are kept up to date and accurate filing of documents, etc. General administrative duties. Regular communication with clients on all matters relating to the portfolio. Ensure stop orders are processed through the route for timeous processing. Process requests for approval of the bookings of

		the hall and other facilities. Liaise with Client Relations Manager in respect of transport requests from clients.
ENQUIRIES	:	Mr. C. Zeederberg at (079) 886 1177 or (021) 402 2222
APPLICATIONS	:	Email applications for this position must be email to: RecruitCPT26-66@dpw.gov.za
POST 32/148	:	**ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2026/337**
SALARY	:	R338 106 per annum
CENTRE	:	Gqeberha Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in in Real Estate Management, Property Law or related field Appropriate years of work experience within a property management environment. Must have a valid driver's license. Knowledge of Department policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, Government Immovable Asset Management Act, Preferential Procurement Policy Framework Management, Broad-Based Black Economic Empowerment. Supply Chain Management and treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High levels of computer proficiency. Ability to work within diverse team, working extended hours and the willingness to travel extensively is necessary.
DUTIES	:	Conduct research to obtain information for the disposal of property and the compilation of reports. Conduct site inspections, prepare information to be presented at the Provincial State Land disposals and Vesting Committee (PSLDVC) to support disposal of property. Implement the disposal process in terms of property donation, Servitude, removal of restrictive condition, long term lease. Provide admin support in redressing of the property ownership problem through Land Reform. Liaise with Regional Land claims Commission to check for claims against property to be disposed. Prepare submission to obtain concurrence from Minister of Rural Development and Land Reform. Prepare submission to obtain approval from Minister of National Department of Public Works & Infrastructure (NDPWI). Administer financial processes on the disposal of fixed assets. Keep an accurate Property Disposal documentation. Liaise with landowners and other stakeholders.
ENQUIRIES	:	Ms. N. Gqomo Tel No: (041) 408 2078
APPLICATIONS	:	Email applications for this position must be email to: RecruitPE26-39@dpw.gov.za

ANNEXURE L

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS	:	Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: Director: Child Rights, Governance, Advocacy and Compliance – e-recruit.CRCAC@dsd.gov.za Deputy Director: Care Dependency Grants – e-recruit.DDCDG@dsd.gov.za Deputy Director: Risk Management – e-recruit.DDRM@dsd.gov.za Deputy Director: IT Audits – e-recruit.DDITA@dsd.gov.za Deputy Director: Bookkeeping and Payment – e-recruit.DDBP@dsd.gov.za Deputy Director: Legal Case Assessment and Adjudication – e-recruit.DDLCAA@dsd.gov.za Deputy Director: Information and Knowledge Research – e-recruit.DDIKR@dsd.gov.za; Branch Coordinator – e-recruit.BCCD@dsd.gov.za Assistant Director: Monitoring and Evaluation Systems Development – e-recruit.ADMESD@dsd.gov.za Assistant Director: Social Relief – e-recruit.ADSR@dsd.gov.za Senior Labour Relations Officer – e-recruit.SLRO@dsd.gov.za Communications Officer – e-recruit.ComOff@dsd.gov.za Food Service Aide – e-recruit.FSAide@dsd.gov.za
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FOR ATTENTION	:	Mr S Boshielo
CLOSING DATE	:	18 September 2026
NOTE	:	Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67.

Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr R Khobatha. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 32/149 : **DIRECTOR: CHILD RIGHTS, GOVERNANCE, ADVOCACY AND COMPLIANCE REF NO: Q1/A/2026**
Chief Directorate: Children Services and Support

SALARY : R1 317 384 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF level 7, as recognised by SAQA, in Social Work, and be registered with the South African Council for Social Service Professions (SACSSP). Five (5) years' experience at middle management level or senior management services. Knowledge and understanding of the Constitution of the Republic of South Africa. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Developmental Acts and Regulations. Knowledge and understanding of Social Welfare services, related policies and legislations. Knowledge and understanding of the Children's Act no 38 of 2005. Knowledge and understanding of the UN Convention on the Rights of the Child (UNCRC, 1995). Knowledge and understanding of National Plan of Action for Children. Knowledge and understanding of African Charter on the Rights and Welfare of the Child (2000). Knowledge and understanding of White Paper for Social Development. Knowledge and understanding of Child Justice Act. Knowledge and understanding of White Paper on Persons with Disabilities (WPRPD). Knowledge and understanding of POPIA and PAIA. Competencies needed: Programme and project management. Information and Knowledge management. People management and empowerment. Problem-solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and Integrity. Assertiveness.

DUTIES : Manage the development, review, and implementation of the National Strategy to Accelerate Action for Children. Promote Advocacy on Child's Rights and Child participation. Manage the establishment of functional governance and co-ordination structures for the children's rights sector. Manage the coordination of the national, regional and international treaty reporting. Coordinate the engagements, collaboration, and partnerships with domestic and international stakeholders in relation to children's rights. Manage, budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.

ENQUIRIES : Ms S Magangoe Tel No: (012) 312-7248/ 7545

OTHER POSTS

POST 32/150 : **DEPUTY DIRECTOR: CARE DEPENDENCY GRANTS REF NO: Q1/B/2026**
Chief Directorate: Social Assistance

SALARY : R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS	:	A qualification at NQF level 7, as recognised by SAQA, in Social Science, Developmental Studies or Economics, Plus 3-5 years' experience at a junior management level. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of the Social Development sector. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the PFMA. Knowledge and understanding of the Social Assistance Act and regulations. Knowledge and understanding of White Paper on the Rights of Persons with Disabilities. Knowledge and understanding of international instruments in relation to persons with disabilities. Knowledge and understanding of the South African Social Security Agency Act, norms and standards. Knowledge and understanding of Children's Act. Knowledge and understanding of the PAJA, POPIA and PAIA. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem-solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Report writing. Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty, reliability and Integrity. Assertiveness.
DUTIES	:	Manage the development, implementation, review, and monitoring of policies, legislation frameworks and strategies for administering social assistance for children with disabilities. Manage and capacitate stakeholders on policies, legislation, strategies and programmes in respect of social assistance for children with disabilities. Coordinate the engagement, collaboration, and partnerships with various stakeholders. Manage, and report on the budget, human resources, and performance of the Sub-directorate in line with the set regulations and prescripts.
ENQUIRIES	:	Dr M Mogotsi Tel No: (012) 741-7698/ 6833
POST 32/151	:	**DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: Q1/C/2026** Chief Directorate: Chief Risk Office
SALARY	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
CENTRE	:	HSRC Building, Pretoria
REQUIREMENTS	:	A qualification at NQF level 7, as recognized recognised by SAQA, in Risk Management, including Risk Practitioner Certificate with the Institute for Risk Management South Africa (IRMSA), Plus 3-5 years' experience at junior management level. Knowledge and understanding of the Public Service Act and Regulation. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of the Public Sector Risk Management Framework. Knowledge and understanding of the Public Finance Management Act & Treasury Regulations. Knowledge and understanding of the COSO framework. Knowledge and understanding of the King V Report. Knowledge and understanding of ISO 31000. Knowledge and understanding of Business continuity standard 22301. Knowledge and use of the BarnOwl Risk System. Competencies needed: Policy analysis and development. Business Continuity. Budget planning and monitoring. Service delivery innovation. Project coordination. Financial management. Information and Knowledge management. Communication (verbal and written). Problem solving and change management. People Management and Empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk management. Conflict management. Public relations skills. Planning and organizing skills. Computer literacy including Advanced Excel. Monitoring. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinking. Emotional intelligence. Cost consciousness. Honesty and Integrity. Assertiveness.
DUTIES	:	Manage the development, review, implementation and monitoring of risk management policy, strategy and plans. Establish Risk Management Committee (RMC) and Sub-Committee (Risk Champions). Manage and Co-ordinate the development and monitoring of implementation of enterprise-wide

business continuity plan. Conduct Risk Assessment Workshops and develop Risk Assessment report. Co-ordinate the quarterly risk progress reports from the branches. Manage the risk management system (Barnowl). Manage, and report on the human resources, and performance of the sub-directorate in line with the set regulations and prescripts.

ENQUIRIES : Ms A Samaad Tel No: (012) 312-7373/7595

POST 32/152 : **DEPUTY DIRECTOR: IT AUDITS (REF NO: Q1/D//2026**
Directorate: Financial Compliance and IT Audit

SALARY : R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF level 7, as recognised by SAQA, in Auditing, Internal Auditing, Information System Audit, including the Certified Information Systems Auditor (CISA) certification Plus 3-5 years' experience at junior management level. Knowledge and understanding of IT platforms, processes, systems, and controls, including network security, logical access, change management controls at an infrastructure and application level, databases, and systems maintenance. Knowledge and understanding of IT and information security management, policy, frameworks and standards such as ISO, SANS, COBIT, ITIL, and regulations such as SOX, PCI Compliance, ISACA standard, etc. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding of legal compliance, good governance and financial management. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of corporate governance and other related best practices such as DPSA Corporate governance of ICT Policy framework. Competencies needed: Communication (written and verbal). Policy analysis and development. Planning and organizing. People management. Project coordination. Problem Solving. Computer literacy. Facilitation and presentation. Stakeholder and client liaison. Monitoring. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinking. Cost consciousness. Honesty and Integrity. Assertiveness.

DUTIES : Develop the three-year rolling plan including an annual internal audit plan, including maintenance of the Internal Audit Methodology. Manage and conduct the planning of the IT audits in accordance with IIA and ISACA standards, professional ethics and relevant regulatory frameworks. Manage and Supervise fieldwork of the IT audit projects in line with the Internal Audit Methodology. Compile and manage the delivery of quality audit reports. Coordinate and Manage the Audit Committee activities. Conduct assessments on the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audits. Manage human resources in line with human resources management, labour relations and human resources development & performance management policies.

ENQUIRIES : Mr A Mudau Tel No: (012) 312-7304/7085

POST 32/153 : **DEPUTY DIRECTOR: BOOKKEEPING AND PAYMENTS REF NO: Q/E//2026**
Directorate: Financial Management and Administration

SALARY : R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF 7 level, as recognized by SAQA, in Accounting, Financial Management, Cost and Management Accounting or Financial Accounting PLUS 3-5 years' experience at junior management level. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Public Finance Management Act and Treasury Regulations.

Knowledge and understanding of Financial Management policies. Knowledge and understanding of BAS, PERSAL and LOGIS systems. Knowledge and understanding of Social Development Sector. Knowledge and understanding of the PAJA, POPIA and PAIA. Knowledge and understanding of Modified Cash Standard and Accounting Manual for Departments. Competencies needed: Communication (written and verbal). Planning and organising. Stakeholder and client liaison. Programme and project management. Policy analysis. Problem-solving and change management. Computer literacy. Presentation and facilitation. Compliance. Accounting. Report writing. Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Emotional intelligence. Independent thinking. Cost consciousness. Honesty, reliability and Integrity.

DUTIES : Manage, review and implement bookkeeping and payments policies. Manage and monitor the provision of expenditure management and bookkeeping. Coordinate audit processes and ensure implementation of corrective measures. Manage the submission of financial reports (monthly, quarterly, and annually) in line with the set regulations and prescripts. Manage human resources in line with human resource management, labour relations and human resource development and performance management policies.

ENQUIRIES : Ms H Mntuyedwa Tel No: (012) 312-7367

POST 32/154 : **DEPUTY DIRECTOR: LEGAL CASE ASSESSMENT & ADJUDICATION REF NO: Q1/F/2026**
Directorate: Legal Case Assessment & Adjudication

SALARY : R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF level 7, as recognised by SAQA, in Law PLUS 3-5 years' experience at junior management level. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Public Service Act and Regulations. Knowledge and Understanding of PFMA. Knowledge and understanding of procedures, principles, and processes within social assistance. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of Social Assistance Act and Regulations. Knowledge and understanding of Social Security Agency Act. Knowledge and understanding of PAIA, POPIA and PAJA. Competencies needed: Communication (Verbal and written). Policy analysis and development. Planning and organizing. People management. Project coordination. Problem solving. Computer literacy. Facilitation and presentation. Stakeholder and client liaison. Monitoring. Report writing. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinking. Cost consciousness. Honesty, reliability and integrity. Assertiveness.

DUTIES : Develop, review and monitor implementation of policies, guidelines, norms and standards for legal case assessment and legal adjudication and monitor compliance by SASSA, ITSAA Tribunal Members and staff members. Coordinate the appointment and capacity building of Legal Tribunal Members of the Independent Tribunal for Social Assistance Appeals. Coordinate and manage adjudication services of social assistance appeals. Manage and coordinate Legal Case Assessments. Manage and report on the budget, human resources, and performance of the sub-directorate in line with the set regulations and prescripts.

ENQUIRIES : Ms E van der Merwe Tel No: (012) 741-6925, Email: ErikaDP@dsd.gov.za

POST 32/155 : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE AND RESEARCH REF NO: Q1/G/2026**
Directorate: Business Intelligence, Knowledge and Information

SALARY : R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF level 7, as recognised by SAQA, in Information and Knowledge Management, Records Management, Information Sciences or Data Sciences PLUS 3-5 years' experience at junior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge and understanding of National Archives and Records Service Act. Knowledge and understanding of the DPSA Corporate Governance of ICT Policy Framework. Knowledge and understanding of e-government, information management and content management policies. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Promotion of Administrative Justice Act (PAJA). Knowledge and understanding of MISS. Knowledge and understanding of Copyright Act. Knowledge and understanding of Legal Deposit Act. Knowledge and understanding of data management principles and tools. Competencies needed: Communication (verbal and written) skills. Policy analysis and development skills. Planning and organising skills. People management skills. Project coordinator skills. Problem solving skills. Computer literacy. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Reporting writing skills. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES : Develop, review and implement business intelligence, knowledge and information policies, guidelines, norms and standards. Facilitate and coordinate public access to information in line with the applicable prescripts. Facilitate and coordinate protection of personal information in line with the applicable prescripts. Manage and maintain the organisational Knowledge Resource Centre. Manage and report on human resources, and performance in line with the set regulations and prescripts.

ENQUIRIES : Mr M Machubeng Tel No: (012) 312-7839/7388. Emai: michaelm@dsd.gov.za

POST 32/156 : **BRANCH COORDINATOR REF NO: Q1/H/2026**
Branch: Community Development

SALARY : R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF Level 7, as recognised by SAQA, in Office Administration, Public Administration, Business Management or Financial Management PLUS 3-5 years' experience at a junior management level. Knowledge and understanding of the relevant Public Service Act and Regulations. Knowledge and understanding of relevant PFMA and Treasury Regulations. Knowledge and understanding of administrative process. Knowledge and understanding of records management. Knowledge and understanding of PAIA and POPIA. Basic knowledge of Promotion of Administrative Justice Act (PAJA). Knowledge and understanding of Batho Pele principles. Competencies needed: Communication (verbal and written) skills. Policy analysis and development skills. Planning and organising skills. People management skills. Project coordination skills. Problem solving skills. Computer literacy. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Report writing skills. Financial management skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinker. Emotional intelligence. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES : Manage the provision of strategic and executive administrative support services to the Branch. Coordinate the development and analyses of Branch APPs, Operational plans, Strategic and Risk management plans. Manage and monitor the utilisation of the branch budget in line with the set regulations and prescripts. Coordinate key branch projects, stakeholder and intersectoral coordination. Manage and report on the human resources, and performance in line with the set regulations and prescripts.

ENQUIRIES : Mr A Mahlako Tel No: (012) 312-7335/7530

POST 32/157 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION SYSTEMS DEVELOPMENT REF NO: Q1/I/2026**
Directorate: Performance Coordination and Reporting

SALARY : R487 197 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : A qualification at NQF Level 6, as recognised by SAQA, in Public Administration, Public Management or Social Science PLUS 2-3 years' experience at a supervisory level in research, monitoring and evaluation field. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of monitoring and evaluation policy framework, principles and practices. Knowledge and understanding of qualitative and quantitative methods and statistical software packages (Atlas-ti, STATA, SPSS, SAS, R, etc). Knowledge and understanding of POPIA, PAIA and PAJA. Competencies needed: Data collection and management skills. Monitoring and evaluation skills. Analytical and research skills. Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project management skills. Policy analysis skills. Problem-solving skills. Computer literacy skills. Report writing skills. Information and knowledge management. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptable. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
DUTIES : Facilitate the development, review and maintenance of results-based M&E frameworks. Coordinate the oversight process of Provincial Social Development Performance Reporting. Provide M&E technical Support for Social Development Sector. Facilitate and coordinate the design and implementation of Monitoring Projects.
ENQUIRIES : Mr Mbalo Tel No: (012) 312-7698/ 7115

POST 32/158 : **ASSISTANT DIRECTOR: SOCIAL RELIEF REF NO: Q1/J/2026**
Chief Directorate: Social Assistance

SALARY : R487 197 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate qualification at NQF Level 6 as recognised by SAQA in Social Sciences/ Economics/ Public Administration or Disaster Management PLUS 2-3 years' experience at supervisory level. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of policies supporting the provision of Social Relief of Distress. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of the Disaster Management Act and Framework. Knowledge and understanding of SASSA Act. Knowledge and understanding of Social Assistance Act and Regulations. Knowledge and understanding of the Fund-Raising Act. Knowledge and understanding of Financial Management Policies. Knowledge and understanding of the Emergency Relief Disbursement policy. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Financial management skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Problem-solving skills. Computer literacy skills. Analytical skills. Report writing skills. Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Compliance. Emotional intelligence. Independent thinking. Cost consciousness. Trustworthy. Honesty, reliability and integrity. Assertiveness.
DUTIES : Manage the development, implementation, review, and monitoring of policies, legislation, frameworks and strategies for administration of social relief programmes. Plan, manage and capacitate stakeholders on policies, legislation, strategies and programmes in respect of social relief. Coordinate emergency relief interventions with organisations/stakeholders, to ensure timely and equitable distribution of relief. Manage the allocated budget and keep records of all social relief of Distress emergency relief funds. Facilitate partnerships and engagements with communities, NGOs, and community-based organisations to identify needs to improve the delivery of social relief interventions and to strengthen programme reach.

ENQUIRIES	:	Dr M Mogotsi Tel No: (012) 741-7698/6833
POST 32/159	:	**SENIOR LABOUR RELATIONS OFFICER REF NO: Q1/K/2026** Directorate: Labour Relations
SALARY	:	R413 001 per annum
CENTRE	:	HSRC Building, Pretoria
REQUIREMENTS	:	A qualification at NQF Level 6, as recognised by SAQA, in Labour Relations PLUS 1-2 years' experience in the labour relations field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Labour Relation Act. Knowledge and understanding of the DPSA Directives. Knowledge and understanding of Labour Relations policies and Procedures. Knowledge and understanding of PSCBC and PHSDSBC as well as processes and collective agreement. Knowledge and understanding of RSA Constitution. Knowledge and understanding of PHSDSBC Constitution and rules. Knowledge and understanding of POPIA, PAJA and PAIA. Competencies needed: Negotiation skills. Conflict management skills. Computer literacy. People management skills. People management skills. Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Client orientation and customer focus skills. Reporting writing skills. Policy analysis and implementation skills. Facilitation and presentation skills. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter. Confidentiality. Adaptability. Accuracy. Reliable.
DUTIES	:	Coordinate and facilitate the implementation of Labour Relations policies and procedures. Render administrative support to the collective bargaining. Represent the department in the national chamber. Monitor implementation of collective agreements. Conduct and support capacity-building initiatives on Labour Relations and collective agreements. Facilitate contact and consultative sessions with various stakeholders.
ENQUIRIES	:	Ms P Mokoka Tel No: (012) 312-7514

ANNEXURE M

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representativeness (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.

CLOSING DATE : 18 September 2026 by 16:30 (Late applications will not be considered)

NOTE : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. 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 the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants 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. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

ERRATUM: Kindly note that the following post that was advertised in Public Service Vacancy Circular 12 dated 10 April 2026 is withdrawn: Deputy Director: Tourism BBBEE Codes with Ref No: DT 21/2026. Kindly note that the following post that was advertised in Public Service Vacancy Circular 18 dated 29 May 2026 is withdrawn: Deputy Director: BBBEE Liaison Council Admin with Ref No: DT 34/2026.

OTHER POSTS

POST 32/160 : **DEPUTY DIRECTOR: TOURISM COMPLAINTS MANAGEMENT REF NO: DT 55/2026**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government

Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF Level 7 qualification in Public Administration, Tourism Management or relevant qualification. 5 years' experience in the field of consumer complaints of which 3 years must be at a supervisory level. Legal Background and Management Experience. Knowledge of Tourism, legislations and authorities pertaining to consumer complaints, labour and financial legislation, stakeholders and intergovernmental relations, understanding of government policies. Skills: Strategy development and analysis, Research, Project implementation evaluation and reporting, inter-governmental relations, coordination, change management, communication, client orientation, people management, negotiation. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : In order to develop and implement a well-managed tourism complaints management system for mediation of tourism complaints, the successful candidate will be responsible for: Management of the mediation of tourism complaints. Establish and maintain a mechanism to receive and document all tourism complaints and referrals. Establish and maintain a working modus operandi with relevant authorities and codes of practices. Compile and generate quarterly tourism complaints reports highlighting statistical trends and patterns. Coordinate all policy matters pertaining to tourism complaints in collaboration with Legal Services where relevant and monitor the outcomes. Identify government interventions, norms and standards, guidelines, codes of practice, international best practice and regulations for consideration and implementation. Co-ordinate and monitor complaints outcomes. Accreditation of schemes or arrangements to resolve tourism complaints. Project and People Management.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

APPLICATIONS : Email Application: Recruitment5526@tourism.gov.za

NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 32/161 : **DOMESTIC TOURISM FACILITATION OFFICER REF NO: DT 56/2026**

SALARY : R413 001 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF 6 qualification Tourism Management or Social Studies. Three (3) years of relevant experience in a related environment. Knowledge of domestic tourism environment. Understanding of Social Tourism as a tourism concept; Tourism and related industry policies e.g. Domestic Tourism Growth Strategy, Social Tourism as tourism concept and guidelines; Public sector governance instruments. Supply Chain/procurement policies. Inter-Governmental Relations. Strategic partners in Social Tourism. Project/event management. Strong networking and stakeholder management. Professional presentation skills. Report writing. Database management. Desktop research. Communication skills. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for administering the development and implementation of action plans to support strategy implementation, aligned to national objective; Coordinating the alignment of Domestic Tourism strategies and tourism sectoral strategies; Assisting in identifying the implementation mechanisms of tourism sector strategies; Developing progress reports on the implementation of tourism strategies; Assisting in the facilitation of impact assessment and reporting; Conducting and facilitate impact assessment workshops; Contributing to the implementation of the Domestic Tourism Growth Strategy to track and advise on the line implications; Facilitating continuous reporting on the progress of Social Tourism growth programme; Conducting Social partners Stakeholder Engagements; Participating in the implementation of the Departments Stakeholder Relations management Strategy for the public and private sector; Facilitating the development of a comprehensive and reliable stakeholder contact management system for the Department; Conducting stakeholder engagements; Facilitating the development and maintenance of a stakeholder database for the Department; Providing administrative support in the establishment of strategic partnerships to support and promote Social Tourism initiatives; Participating in the identification of relevant sector Departments for

coordination in support of Social Tourism; Facilitating the schedule of external stakeholders' activities including relevant stakeholder fora, meetings, event and conferences to ensure participation of the identified partners; Contributing to the drafting of a stakeholder consultation framework with regards to Social Tourism development interventions; Administering the implementation of interventions to improve access to tourism experiences and information for people from designated groups i.e. Senior Citizens, the indigent, Women and Youth; Conducting the dissemination of tourism information to the public including the relevant policies and regulatory frameworks; Updating the tourism information database to validate the information provided to the public ; Follow up on requests for information to ensure satisfactory response; The rendering of general secretariat and logistical support services; Arranging and provide secretariate support to management and other meetings in the branch; Taking note during specific senior management and related meetings; Compiling and submit minutes and agendas; Reporting on the progress of implementation and on projects.

ENQUIRIES : Ms N Mthembu Tel No: (012) 444 6536
APPLICATIONS : Email Application: Recruitment5626@tourism.gov.za
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

ANNEXURE N

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 : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 21 September 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. 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 POSTS

POST 32/162 : **DEPUTY DIRECTOR: PFM DONOR MOBILISATION REF NO: S103/2026**
Division: Office of The Accountant-General (OAG)
Purpose: To contribute towards the management, coordination, monitoring, facilitation and implementation of public financial management (PFM), internal audit and risk management related capacity building initiatives within the public service.

SALARY : R1 101 468 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Public Administration or Management or Financial Management or Accounting or Economics or Internal Audit or Risk Management. Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is an added advantage. A minimum of 4 years' experience, of which 2 years should be at Assistant Director level or equivalent, obtained in public finance management. Knowledge and experience in managing projects related to capacity building & training on public finance management, internal audit or risk management. Experience in the management of donor funded programmes will be an added advantage.

DUTIES : Policy Development: Contribute towards the development and maintenance of a government wide Capacity Building Strategy for PFM, internal audit and risk management. Assist and support the development and maintenance of competency frameworks, occupational profiles and learning frameworks for PFM, internal audit and risk management. Support the consultative processes in developing strategies and frameworks among relevant stakeholders. Implementation: Contribute towards the coordination and harmonization of various PFM, internal audit and risk management related capacity building programmes. Prepare periodic narrative progress reports and financial reports in relation to capacity building programmes. Contribute towards assessing existing PFM, internal audit and risk management related capacity in the whole of Government. Participate in the analysis of PFM, internal audit and risk management related capacity assessment results and contribute towards the development of appropriate capacity building solutions. Support the development and maintenance of PFM, internal audit and risk management related qualifications and curricula. Monitor implementation of the strategies and frameworks and recommend corrective action and improvements to the national capacity building strategy and models for PFM, internal audit and risk management. Develop and maintain appropriate knowledge management systems. Stakeholder Management: Effective facilitation of Stakeholder Engagement Forums to advance CDS implementation, through NT Capacity Building Steering Committees, Donor Coordination Forums and Consultation Sessions with relevant stakeholders. Engage with other NT Divisions on capacity building initiatives to ensure streamlining and synergies between programmes. Support and participate in ongoing consultation with development partners and Government Institutions to address training needs and organisational constraints. Support and participate in meetings between DPSA, National School of Government, SETA's, Higher Education Institutions, private sector training providers and relevant bodies in respect of PFM, internal audit and risk management training. Management of Donor Funded Programmes: Support the management of capacity building programmes funded by international and local development partners in line with financial agreements. Facilitate the procurement and appointment of service providers for PFM capacity development projects in line with prescribed Supply Chain Management processes and procedures. Ensure effective financial administration of programmes. Monitor and evaluate programme effectiveness. Conduct field visits to coordinate and monitor field level processes of the project action plan in consultation with stakeholders. Contribute towards resource mobilization aimed at PFM, internal audit and risk management related Capacity Building.

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

CHARTERED ACCOUNTANTS ACADEMY (CAA) 2027
(36 MONTHS)

APPLICATIONS	:	To apply for the 2026 CAA programme, login to the following link: National Treasury | e-Recruitment and attach all the required documents (CV, Grade 12 certificate, Tertiary certificates (if available), South African ID, application form and the full official academic record). Please note that e-mailed, post, hand delivered, faxed and late applications will not be accepted
CLOSING DATE	:	02 October 2026 at 12:00 pm (Midday)
NOTE	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric/tertiary certificate, ID, CV, full official academic record, etc. These documents need not be certified at the point of application however certification will be required prior to attending the interview. Please note: Shortlisted candidates will be subjected to assessments. The assessments will be a technical exercise that intends to test relevant technical elements of the job, and the integrity (ethical conduct) assessment. The logistics of which will be communicated by the Department. 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. All qualifications, criminal and SA citizenship checks will be conducted on candidates where applicable. Additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a learning Agreement within 3 months from date of appointment. 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. The National Treasury is compliant with the requirements of POPIA.

OTHER POST

POST 32/163	:	**CHARTERED ACCOUNTANTS ACADEMY REF NO: CAA 2027** Division: Office of The Accountant-General Purpose: The National Treasury's Chartered Accountants Academy offers a three-year full-time training contract that will provide trainees with an opportunity to develop the Professional Values, Attitudes and Acumens (PVAAs) proficiency in pursuance of the Chartered Accountancy CA(SA) profession.
STIPEND	:	R413 001 per annum, (all-inclusive)
CENTRE	:	Pretoria, Johannesburg, Cape Town & Durban
REQUIREMENTS	:	Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Assessment of Competence (IAC) in January 2027
DUTIES	:	Key learning areas to be clarified by various units where the successful trainees will be placed.
ENQUIRIES	:	All queries must be submitted via email addressed to the CAA Team on caa@treasury.gov.za
NOTE	:	Training Programme: Candidates are invited to apply for the programme and will be exposed to the public sector with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of

financial management transformation and be part of policy development initiatives while developing technical competencies and PVAAs.

ANNEXURE O

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

APPLICATIONS	:	Applicants are urged to submit the applications using this URL https://recruitment.dwypd.gov.za/ General enquiries may be brought to the attention of Mr Zuko Bebula Tel No: (012) 359 0417
CLOSING DATE	:	18 September 2026 at 16:00
NOTES	:	All fields in the Z83 application form on https://recruitment.dwypd.gov.za/ must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes "or "No "to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants 'personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, It is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration

OTHER POSTS

POST 32/164 : **RESEARCHER REF NO: DWYPD/012/2026**

SALARY : R413 001 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Matric Certificate and National Diploma/Degree in Social Sciences, Development Sciences, Public Administration/Management or a relevant NQF 6 qualification. A minimum of 3 years practical experience in the research field. Knowledge: Legislation, governance framework and prescripts applicable to research and policy; Policy research and analysis; Policy research and analysis; PMFA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies, data collection, synthesis and analyses; Knowledge management and Data Literacy. Skills, Primary: Diversity awareness, Analytical and report writing skills, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ethical behaviour; Honestly and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism.
DUTIES : Contribute to the implementation of the research agenda related to women youth and persons with disabilities' socio-economic empowerment and gender equality; Collect and analyse research data; Analyse qualitative and quantitative data using appropriate tools and techniques; Participate in the compilation of research executive summaries, reports and presentation; Conduct literature reviews; Prepare and update research data; Provide relevant research papers and/or reports; Provide research assistance and support to the Directorate. Provide inputs and support in the review and analysis of policies/bills/legislation/research/reports: Conduct analysis of identified policies/bills/legislation/research reports, provide inputs and where necessary, identify areas of possible review; Participate in forums or meetings for policy dialogues and discussions; Ensure research complies with ethical standards and relevant regulations; Collaborate with team members, stakeholders, and external partners. Render Information Knowledge Management support: Provide assistance with data capturing activities; Maintain the Research, Legislation and Policy Register records for the department; Assist with the identification and maintenance of relevant stakeholders and audience for dissemination of research findings; Support the implementation and operationalization of the Departmental Knowledge Management Strategy, as well as relevant DPSA knowledge management directives, policies, and circulars, to promote effective knowledge-sharing, retention, and management practices across the department; Facilitate and coordinate the participation of subject matter experts in contributing, reviewing, and maintaining knowledge products within the departmental knowledge hub, ensuring that information is accurate, relevant, and aligned with organizational knowledge-management standards. Render Administrative and Secretarial support to the Directorate: Assist with setting up of interviews; Provide assistance with copywriting and editing of documents; Maintain administrative records; Assist with drafting of submissions; Prepare/write/type/documents, presentations, memorandums, letters and reports on behalf of the Directorate; Arrange meetings, take minutes and compile reports; Maintain internal and external stakeholder relationships.
ENQUIRIES : Ms Ntando Buthelezi at 066 077 7002
NOTE : Preference will be given to African Male/ Female, Coloured, Female/Male, White female/Male, Youth as well as persons with disabilities as these groups are underrepresented in this post.

POST 32/165 : **SENIOR YOUTH DEVELOPMENT OFFICER REF NO: DWYPD/013/2026**

SALARY : R413 001 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Matric Certificate and National Diploma/Degree (NQF6/7) in Youth Development, or Social Sciences, or a relevant NQF 6/7 qualification. A valid

driver's licence is required; however, this requirement is not applicable to persons with disabilities. Applicants must have a minimum of three (3) years' practical experience in youth development programme/field. Knowledge: Legislation, governance framework and prescripts applicable to the Youth Sector; Risk management; NYP2030, NYDA Act, PFMA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies and analyses; Knowledge management and Data Literacy. Skills: Primary; Diversity awareness; Effective report writing, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team Leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact Influence; Diversity management. Personal Attributes: Ethical behaviour; Honesty and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/aversion to plagiarism.

DUTIES : Organise, mobilise and engage youth stakeholders: Drafting proposals, concept documents and submissions on youth stakeholder engagements; Compile reports on national and international engagements conducted; Compile reports and outcomes of stakeholder meetings; Oversee convening of stakeholder meetings and ensure that invitations, agenda, and minutes are compiled, signed and approved; Monitor meeting decision and compile status reports; Organise the National Youth Machinery meetings and compile a report; Participate in and support the Provincial and Local Youth Forums; Consolidate National Youth Month Programmes of Activities of stakeholders; Participate in the Youth Month National Task Team. Manage youth development stakeholder database: Update stakeholder database after every stakeholder engagement; Share the database with the stakeholders where necessary. Support youth engagement policies and strategies: Make input into the drafting of National Youth Machinery Framework and consolidate inputs; Make input into the drafting of youth work professionalisation policy; Participate in the consultation process of youth work professionalisation policy consolidate inputs; Distribute the youth work professional policy to stakeholders; Ensure finalisation of the constitution for the association for professionalisation of youth workers; Ensure registration of the youth workers' Association. Support political principals on national and international engagements: Coordinate the National Youth Engagements; Coordinate International Stakeholder Engagement (BRICKS, Commonwealth, SADCA, UN, EU and IBSA); Attend meetings on national and international engagements and provide reports to the unit; Provide inputs notes for political principals; Develop submissions and briefing notes for the political principals for national and international engagements. Provide support and manage youth projects to advance youth development: Manage the professionalization of youth work project; Support the young women's projects; Support on the ethical leadership and student representative council project; Facilitate social ills interventions to address the vulnerability of young people; Facilitate capacity building interventions for youth focal points.

ENQUIRIES : Mr OJ Fourie at 079 507 0127

NOTE : Preference will be given to African females, Coloured, (Males/Female,) Indians, (Male/Female), White (Male/Female), Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.

POST 32/166 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: DWYPD/011/2026**

SALARY : R338 106 per annum (Level 07), plus benefits

CENTRE : Pretoria

REQUIREMENTS : Matric Certificate and National Diploma/Diploma (NQF6) in Information Technology or a relevant NQF 6 qualification. ITIL Foundations Certificate, certified ITIL, MCSE, A+, N+ will be an added advantage. A valid driver's licence is required; however, this requirement is not applicable to persons with disabilities. A minimum of 2 years' experience in an information technology environment. Knowledge: Working knowledge of the policy and regulatory environment of information technology and security; Android and iPads mobile devices; LAN/WAN support; In-depth knowledge of performing hardware and software support for Windows. Skills: Interpersonal relations skills; Good communication Skills; Problem solving and analytical Skills; Advanced Computer Literacy; IT Technical support skills. Personal Attributes: Ethical

behaviour; Honestly and Integrity; Conscientious and proactiveness; Ability to work under pressure; Ability to work independently; Ability to maintain confidentiality of information.

DUTIES : Provide network connectivity to all computer users: Ensure accessible of WAN dependent functions; Ensure accessible of LAN dependent functions; Report on WAN functionality and connectivity changes and performance status; Report on LAN functionality and connectivity changes and performance status. Maintain Sever Room Infrastructure: Report faults of the server room within an hour to the supervisor; Ensure cleanness of the server room; Manage access to the server rooms; Update and Maintain server room access register. Maintain security and privacy of networks and computer systems: Install and upgrade anti-virus software to ensure security at the user level; Ensure the installation of the correct Operating Systems Version and Patches; Monitor Anti-Virus & Patches updates and escalate where updates are not received; Monitor & ensure connectivity of the GUP Server and escalate where it is not online. Install, configure and troubleshoot computer systems: Perform troubleshooting to diagnose and resolve computer problems; Repair or replace damaged hardware; Install and configure hardware and software components to ensure usability; Upgrade the entire system to enable compatible software on all computers; Performing tests and evaluations on new software and hardware. Provide IT service desk support services: Respond incoming calls, emails and walk in; Log calls for the queries/incidents received; Provide the client with the IT Reference number for tracking issues; Provide support to users and be the first point of contact for error reporting; Transfer or escalate unresolved incidents to the relevant units/service provider; Make certain that all queries are attended to timeously in alignment with a faster turnaround time for service delivery; Monitor the progress of the record life cycle; keep users informed of the progress of their queries. Manage, implement and maintain IT security controls to protect the department's data integrity and ensure continuity of service: Perform and monitor daily, weekly, and monthly backups of departmental systems, servers, databases, and Microsoft 365 services; Verify backup completion reports and promptly resolve backup failures; Conduct quarterly backup restore tests to validate data recoverability and integrity; Perform quarterly Disaster Recovery (DR) tests and document results; Maintain offsite and cloud-based backup repositories to ensure business continuity; Monitor Veeam Backup and Replication operations and ensure successful backup execution.

ENQUIRIES : Mr Mpolokeng Masiya at 079 8924 694

NOTE : Preference will be given to African Male/ Female, Coloured Male/ Female, Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.

ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

FOR ATTENTION	:	Mesdames. M Parkies/ K Majafa/N. Ramaebebe/ Mr. T. Chaka
CLOSING DATE	:	18 September 2026 at 16:00
NOTE	:	Directions to applicants: Applications must be hand delivered or e-mail on a new Z.83, obtainable from any Public Service Department or on internet at www.dpsa.gov.za-vacancies and must be accompanied by a detailed Curriculum Vitae. 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-entryprogramme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate for SMS to be submitted prior appointment. 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. Both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Shortlisted candidates are informed that they will have to make their own travel arrangement and they will be reimbursed by the department. Applications: Please submit your application before the closing date as late applications will not be considered. If applying for multiple posts, submit separate applications for each post. 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: DEDT 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). Applicants 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. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 32/167 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: DEDT 02/09/26**

SALARY : R487 197 per annum. (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree (NQF Level 7) in qualification in Supply Chain Management/ Logistics Management. 3 years related logistics management experience at supervisory level. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Computer literacy and a valid driver's license.
DUTIES : Coordinate and review the processing of requisitions for goods and services; receive a requisition, process requisition, coordinate the placement of orders for goods and services, place an order for the service in the case of a service required, order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods; receive and check goods, capture goods on relevant procurement system, return damaged incorrect and substandard goods, issue goods as required, preparation and collation of payment documents. Coordinate the control of stock; continuously monitor inventory, stock taking according to stock taking plan, comparison of stock counted with official records, identify outdated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory; prepare the identified stock for disposal, develop proposals for the disposal method, presentation to the disposal committee for approval. Supervise employees to ensure an effective logistics and disposal management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: general supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective function. Management of assets. Control and safe guarding of all supply chain documentation.
ENQUIRIES : Mr. B. Bosch at (082) 385 3005
APPLICATIONS : Applications can be hand delivered or sent via email to recruitment1@destea.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying.
NOTE : Indians/Coloureds and People with disabilities are encouraged to apply.

POST 32/168 : **RESORT MANAGERS: MARIA MOROKA RESORT**

SALARY : R487 197 per annum (Level 09)
CENTRE : Ref No: DEDT 03/09/26 (Maria Moroka Resort)
Ref No: DEDT 04/09/26 (Willem Pretorious Resort)
Ref No: DEDT 05/09/26 (Tussen Die Riviere Resort)
Ref No: DEDT 06/09/26 (Gariepdam Resort)
REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) in Tourism/ Hospitality/Resort Management. A maximum of 3-4 year experience in Tourism/Hospitality/Resort Management environment. Computer literacy and valid driver's license. Good understanding and knowledge of the prescripts governing the tourism and resort management. The successful candidate to demonstrate the following competencies/skills; customer oriented, project Management, financial and coordination, report writing skills, planning and organizing skills, time management, team player and have good interpersonal skills, attention to detail.
DUTIES : To ensure proper financial management including maximizing of revenue collection at the resort; appoint an official who will assist the manager with collection and deposit of money whenever he or she is unable to do so, ensure that the revenue collected is kept safe and deposited to the bank daily or whenever it exceeds R2000, together with the admin clerk, reconcile the money received daily and ensure that receipt books balance, ensure that the keys for the money safe are kept safe. Responsible for effective management and maintenance (including infrastructural development and refurbishment) of facilities to ensure safe environment for the visitors at the resorts; conduct

inspection in the following resort facilities: Storerooms: are used for storage of extra linen, catering suppliers, gardening equipment (grass mowing machines/tractors) etc, Chalets: to ensure that the furniture and other usable items in different chalets are in good conditions, recorded number of each item is correct and the asset lists for each chalets are timeously updated. Camping Sites: ensure proper maintenance, grass cutting, sites and swimming pools cleaning etc. In case of any emergencies (i.e. gyser failure), she/he liaise with the service provider in that particular area for assistance following the Departmental SCM processes. Implement the commercialization strategy of the Resort; liaise with local municipalities and marking association in respective areas to put their resort/facilities in the market space, partake in the annual joints like Tourism Indaba (Durban) and the Gate-Away Show (Johannesburg) for exhibitions and make their facilities known. Partake in grading committee meetings for the proper grading of their respective facilities, conduct research and make recommendations on tariffs for the department. Ensure proper hospitality management and pleasant leisure of guests; attend to resort service bookings on arrival which have not been pre-booked, ensure that chalets are properly prepaid (checking of inventories, cleaning etc.) for the arrival of guests, welcoming guests, including arrival formalities and queries, handing of keys and ensuring that payments were made, attending to client's queries and complaints during their stay and referring such to relevant officials, attending to client's complaints and queries and ensure that they are resolved timeously, develop clients satisfaction surveys to ensure that proper feedback is received and improvements are made thereof. Supervision of human, financial and asset resource of the Resort; draw and discuss monthly schedule with staff to ensure the each shift is well informed of what is expected of them, pool cars; ensure serviceability of the cars, proper management of petrol cards and logbooks as well as signing-off trip authorities, plan, monitor and assess staff performance as well as management of leave, ensure personnel development (identify and coordinate required training) of the down line staff, apply discipline measure accordingly. Perform and manage administrative and related functions.

ENQUIRIES : Mr. P. Motsoetla at (082) 432 9060
APPLICATIONS : Applications can be hand delivered or sent via email to recruitment2@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying.
NOTE : Indians/Coloured and People with disabilities are encouraged to apply

POST 32/169 : **INTERNAL AUDITOR: COMPLIANCE AUDIT REF NO: DEDT 07/09/26**

SALARY : R338 106 per annum. (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) in Auditing. Computer literacy and a valid driver's license.
DUTIES To conduct audit assignments; undertake auditing according to the audit methodology and IIA standards, collect, analyse interpret and document information to determine the following: whether the collection/expenditure of funds is regular and correctly accounted for, whether state money and goods have been applied advantageously and efficiently and whether there are irregularities, deviations and shortcomings by applying, amongst others audit procedures and techniques, interpreting laws and other instructions; determine procedures and their objectives, examining and comparing book entries, accounts, statements, vouchers and other records, visit offices where cash, stock and other items of value are received, kept, issued or paid to compare physical stock on hand with returns shown in the records. To assist in preparing draft reports to be reviewed by management; write reports on audit findings, point out irregularities, deviations and shortcomings, write audit queries, submissions and letters. To evaluate internal control measures; assist with the investigation and evaluation of internal checking and control measures. Including those contained in existing and envisaged accounting systems and procedures by collect, analyse and evaluate information on the system, measure or action in the light of the experience and knowledge.
ENQUIRIES : Ms. M. Mokone at (082) 788 5804
APPLICATIONS : Applications can be hand delivered or sent via email to recruitment4@destea.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying.

NOTE	:	Males are encouraged to apply. NB: The successful candidate will be expected to work long hours and travel extensively.
POST 32/170	:	**HUMAN RESOURCE CLERK REF NO: DEDT 08/09/26**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	A Grade 12 Certificate. Good verbal and written communication skills. Computer literacy. Certificate in Human Resource Management will be an added advantage.
DUTIES	:	Implement Human Resource Administration Policies; recruitment and selection (advertisements, appointment, transfers, verification and qualifications, secretariat functions at interviews, absorptions, probationary period e.g.), implement conditions of service (leave housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.), performance management, termination of service (indicate the steps). Address human resource administration enquiries.
ENQUIRIES	:	Ms. T. Makwa at (066) 487 2908
FOR ATTENTION	:	Mesdames K. Majafa / M. Parkies/ N. Ramaebeme/ Mr. T. Chaka at (066) 487 2908
APPLICATIOMS	:	Applications can be hand delivered or sent via email to recruitment3@destea.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying. Applications: Quoting the reference number, applications can be hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein or sent via email. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.
NOTE	:	Males are encouraged to apply.

DEPARTMENT OF HEALTH

APPLICATIONS	:	applications to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
CLOSING DATE	:	18 September 2026
NOTE	:	all applicants must login/register to apply for positions. The applicant's profile on the eRecruitment 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. Applicants should upload their curriculum vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the erecruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were

unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make appointments on the advertised post(s). Free State Provincial Department of Health is compliant with the requirements of POPIA. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 32/171 : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) GRADE 1 – 3: REF NO: H/M/33/2026**
Re-advertised (those who previously apply are encouraged to apply)

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital, Welkom

REQUIREMENTS : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. **Grade 1:** No experience required. **Grade 2:** A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. **Grade 3**: A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. Current annual registration with HPCSA (2026/2027). Knowledge And Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to becomes killed in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties

(Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

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

POST 32/172 : **ASSISTANT MANAGER: PHARMACUETICAL SERVICES REF NO: H/A/34/2026**

SALARY : R1 137 354 - R1 278 972 per annum
CENTRE : Corporate Officer (Medical Depot)
REQUIREMENTS : Matric plus Appropriate Bachelor of Pharmacy Degree (NQF 7) as recognized by SAQA that allows registration with South African Pharmacy Council (SAPC) as a Pharmacist. Current registration with South Africa Pharmacy Council (SAPC) (2026/2027). Designation as an active and practicing pharmacist on the SAPC register. Minimum 5 years as a pharmacist post community service with at least three years supervisory experience (preferably within the public health sector). Valid driver's license. Computer Literacy. Knowledge And Skills: Knowledge of relevant legislation, policies, and National Department of Health (NDoH) strategies. Experience in pharmacovigilance, antimicrobial stewardship, and medicine supply management will be an added advantage. Management and Supervisory skills. Knowledge of legislation relating to provision of Pharmaceutical Services. Experience in pharmacovigilance, antimicrobial stewardship, medicine supply management will be an added advantage. Project and Communication skills. Interpersonal and Negotiation skills.
DUTIES : Enhance pharmacovigilance activities across the province to improve patient safety. Implement Antimicrobial Stewardship Programmes (AMS). Antimicrobial Stewardship in line with NDoH strategies. Ensure effective cold chain management for medicines and vaccines and support the Expanded Programme on Immunisation (EPI) across all levels of care. Improve access and availability of pharmaceutical services with districts through implementation of differentiated models of care and the down referral policy. Policy Development and Implementation in line with national and provincial frameworks. Compile reports, support audits and compliance monitoring, participate in relevant forums, and provide technical support to health facilities.
ENQURIES : Me Moatlhodi at 083 654 2852

POST 32/173 : **MEDICAL OFFICER GRADE 1 - 3 REF NO: H/M/32/2026**

SALARY : Grade 1: R1 041 402 - R1 121 241 per annum
Grade 2: R1 188 255 - R1 297 089 per annum
Grade 3: R1 375 245 - R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements
CENTRE : Pelonomi Tertiary Hospital
REQUIREMENTS : Matric plus appropriate qualification that allows for registration with the HPCSA as Medical Practitioner. Current annual registration with HPCSA (2026/2027). **Grade 1**: None after registration with HPCSA as Medical Practitioner. **Grade 2**: A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner **Grade 3**: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Knowledge And Skills: Knowledge of medical expertise, clinical competence, medical regulations and research analysis. Communication, empathy, compassion, problem solving, leadership, teamwork, adaptability and attention to detail.
DUTIES : Management of medical conditions in urology to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain accurate medical records.

Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA and UFS. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow-up. Render outreach and support services to other levels of care in drainage areas (Free State Province). Candidate will have to perform commuted duties (compulsory & non-negotiable) in line with the relevant policy. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators. Perform all reasonable duties as directed by the Head of Department / Head of Clinical Unit / Medical Specialist.

ENQUIRIES : Dr MJ Maseloa Tel No: (051) 405 1936

POST 32/174 : **ASSISTANT MANAGER PNB4 SPECIALTY- (CRITICAL CARE NURSING: TRAUMA & EMERGENCY): NURSING REF NO: H/A/33/2026**
(Re-Advertisement: Those who previously apply are encouraged to apply)

SALARY : R785 568 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Boitumelo Regional Hospital, Kroonstad

REQUIREMENTS : Senior Certificate, Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Critical Care: Trauma and Emergency. Current registration with the South African Nursing Council as a Professional Nurse (2026/2027). A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to the above must be appropriate / recognisable experience in the Critical Care: Trauma and Emergency after obtaining 1-year post-basic qualification in the Critical Care: Trauma and Emergency specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Knowledge And Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure and Grievance Procedure. Knowledge of OSD for nurses. Knowledge of DOH policies.

DUTIES : Coordination of optimal, holistic specialised nursing care provided within set standard and a professional / legal framework. Plan for the provision, orientation, induction and mentoring of all nursing staff and orientation of other staff. Plan and coordinate training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data. Contribute to evidence - based research. Provision of effective support to nursing service. Maintain professional growth/ethical standards and self-development and act in the capacity of Nursing Manager as delegated. Partake in overall specialised unit functions, i.e. team building. Planning of the allocation / change list, day and night duty rosters and inputs for leave. Do readjustments as required on the shift to provide adequate nursing cover. Provide accurate record keeping and statistical information on training and staffing as requested including agency staff. Evaluation of staff on work performance according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the Nurse Manager. Daily emergency cart control. Check ward dispensary. Exercise the control functions to meet medical / legal obligations, i.e. weekly schedule drugs control and control of medication used. Assess the suitability of equipment and consumables for specialised areas. Give budgets inputs regarding consumables and equipment budget for financial year. Order and monitor appropriate levels of consumables i.e. according to norms. Develop and ensure implementation of SOPs for the institution.

ENQUIRIES : Me. FV Arends Tel No: (056) 216 5200

POST 32/175	:	**ASSISTANT MANAGER: NURSING: PNA 7 REF NO:H/A/32/2026**
SALARY	:	R720 819 – R846 282 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Tokollo District Hospital
REQUIREMENTS	:	Basic R425 qualification (i.e. Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional Nurse. A minimum of 8 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Current registration with the South African Nursing Council (SANC) as a professional nurse. Current registration with the South African Nursing Council (SANC) as a professional nurse Skills and Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Health and Safety Act, Health Act and Nursing Act. Planning and Organizing skills, Good Communication skills, Organizing skills, Ability to function as part of a team, Computer Literacy Skills, Time Management, Problem Solving skills, Problem solving Skills, Operational Management Skills, Report writing skills and Facilitation Skills.
DUTIES	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.
ENQUIRIES	:	Mr SJ Mofumane Tel No: (058) 853 5431
POST 32/176	:	**CHIEF ENVIRONMENTAL HEALTH PRACTITIONER GRD 1 REF NO: H/C/22/2026**
SALARY	:	R575 250 – R638 856 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Lejweleputswa District
REQUIREMENTS	:	A Grade 12 (Senior Certificate) degree in Environmental Health, Registration with the Health Professional Council of Southern African as an independent practitioner. Minimum of 6 years of appropriate experience after registration with HPCSA post community service. At least three (3) years' experience in environmental health. Knowledge And Skills: Knowledge of legislation related to environmental health, project management and stakeholder engagement. Knowledge of the International Health Regulations. Good communication (verbal and written), planning and organizing, supervisory, research/analysis, and problem solving as well as computer skills (MS Office package). Ability to work well under pressure, irregular hours, independently and in a team. A valid driver's license.
DUTIES	:	Management and supervision of EHP's in the District. Effective development of staff, Plan and implement Environmental Health Strategies, Oversee and coordinate. Environmental health services rendered by EHP's based at different units/ facilities within the district. Liaise with other stakeholders on Environmental Health related issues, support and ideal clinics. Management and coordination of training programs in the district. Monitoring of health care facilities in accordance to national norms and standards. Develop, implement, and review environmental health policies and SOPs. Align Primary Health Care environmental health practices with national health regulations. Contribute to PHC strategic plans and quality improvement programs. Lead environmental health response during emergencies and outbreaks. Participate in disaster and emergency preparedness planning. Advise District leadership during environmental health crises. Ensure ongoing training programs for PHC staff and community awareness campaigns according to health calendar. Review food-related incident investigations and reports. Promote environmental health awareness at senior management level. Advise on chemical safety, hazardous substances, and spill management. Prepare high-level reports for District management. Provide expert advice on environmental health risks and controls. Monitor trends, incidents, and performance indicators. Advocate for

resources, staffing, and infrastructure improvements. Investigate complaints related to food safety related to food safety concerns, outbreaks, and any violations to food safety regulations in collaboration with Municipal Health services. Emergency response planning in the development of emergency response plans for food related incidences such as food born illness outbreaks contamination and recalls. Liaise with provincial EHS, ensure the implementation of the department's strategies. Assist with other activities delegated by the supervisor / manager. Provide support to District Environmental Health Manager or Assistant Director Environmental Health on other related activities. Execute other tasks/duties delegated by the Assistant Director Environmental Health Manager / Supervisor. Participate in Malaria control activities. Ensure capturing of relevant data on DHIS and other systems.

ENQUIRIES : Ms. NF Gigi Tel No: (057) 352 2706

POST 32/177 : **STATION MANAGER GRADE 3 – 6 REF NO: H/S/6/2026 (X2 POSTS)**

SALARY : Grade 3: R413 199 – R472 449 per annum
Grade 4: R499 311 – R570 5710 per annum
Grade 5: R584 604 – R631 551 per annum
Grade 6: R649 260 – R728 853 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District – Theunissen and Winburg Station

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus **Grade 3**: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as an Ambulance Emergency Assistant (AEA), **Grade 4**: Successful completion of an Emergency Care Technician (ECT) course that allows registration with the HPCSA (Health Professional Council of South Africa) as Emergency Care Technician (ECT) Grade 5: Successful completion 184 of an Critical Care Assistant (CCA) Course or National Diploma course that allows registration with the HPCSA (Health Professional Council of South Africa) as Paramedic. **Grade 6**: Successful completion of a Bachelor of Technology Degree that allows registration with the HPCSA (Health Professional Council of South Africa) as an Emergency Care Practitioner. A Valid Code 10 Drivers Licence with Professional Drivers Permit (P/G) Experience: **Grade 3:** A minimum experience of three (3) years after registration with the Health Professional Council of South Africa as an Ambulance Emergency Assistant coupled with compulsory exposure to managerial or supervisory line functions. **Grade 4**: A minimum experience of three (3) years after registration with the Health Professional Council of South Africa as an Emergency Care Technician coupled with compulsory exposure to managerial or supervisory line functions. **Grade 5:** A minimum experience of three (3) years after registration with the Health Professional Council of South Africa as a Paramedic coupled with compulsory exposure to managerial or supervisory line functions. **Grade 6**: A minimum experience of three (3) years after registration with the Health Professional Council of South Africa as an Emergency Care Practitioner coupled with compulsory exposure to managerial or supervisory line functions. A valid code C1 driver's license with an unendorsed PDP. Diploma in Management or above will be an added advantage. Knowledge And Skills: Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours. 126 Knowledge of Labour Relations. Computer literacy. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail.

DUTIES : General office administration. Human Resource Management- Ensure completion of Staff Performance Agreements, Monitoring Staff Performance, Management of Shift Rosters, Management of Personnel Leave, Management of Staff Discipline and Conflict, Act as a role player in ensuring Personnel Training and Education, Overall Supervision of Personnel. Financial Management – Management of Personnel Allowances (i.e Standby, Overtime etc), Management of Employer Assets (i.e Vehicles and Equipment including the allocations hereof) Communication – Compile and completion of Monthly Reports and Statistical Data only a daily, weekly, monthly and quarterly basis. Liaison Function – Assisting Members of the public with enquiries and liaise with stakeholders on matters pertaining to Emergency Medical Services. Be

responsible of all EMS activities in the Station. Provide advice on procedures and policy matters to staff and ensure compliance with all policies operating in the service. Ensure that fleet management is properly implemented to provide for the maintenance and repairs of vehicles in accordance with Transport Policy. Ensure the control and have an inventory of all resources at the Station. Be responsible for EMS occupational health and safety at the Station. Respond to all major incidents to assist and co-ordinate such incidents within the operational area. Including rescue responses and outstanding calls when necessary and attend debrief meetings. Investigate service complaints received from internal and external resources and report on these complaints to the Sub-District Manager. Effective Emergency Medical Service Management – Management of an EMS Division, Incident Management, Management of Search and Rescue Structures, Medical Rescue Management.

ENQUIRIES : Ms. NF Gigi Tel No: (057) 352 2706

POST 32/178 : **DENTAL THERAPIST GR 1-3 REF NO:H/D/16/2026**

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

CENTRE : National District Hospital

REQUIREMENTS : Formal tertiary qualification (Dental Therapist) that allows for the required registration with HPCSA in the relevant profession. Experience: **Grade 1:** None after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Services, as required in South Africa. **Grade 2**: Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Services, as required in South Africa. **Grade 3**: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Services, as required in South Africa. Knowledge And Skills: Good interpersonal skills. Ability to perform under pressure and after hours. Good organizing and communication skills (written and verbal). Computer literacy. Dental Therapist experience.

DUTIES : Providing emergency treatments for oral pain, managing dental sepsis, and treating post-extraction complications. Executing direct restorations (fillings) and placing fissure sealants. Performing scaling, root planning, and polishing to prevent and treat gum disease. Conducting oral health education and promotion programs in schools, community facilities, and public institutions. Maintaining clinical areas, sterilizing instruments, applying universal precautions to prevent cross-infection, and adhering to Occupational Health and Safety (OHS) regulations. Managing patient clinical records, bookings, correspondence, and inventory/stock control for dental materials and equipment. Providing relief services across various sub-district clinics, mobile dental vans, and correctional facilities as scheduled by provincial health departments.

ENQUIRIES : Dr M Malek at (060) 879 7871

POST 32/179 : **EMS SHIFT LEADER GRADE 3 - 6 REF NO: H/E/3/2026 (X2 POSTS)**

SALARY : Grade 3: R348 636 – R390 396 per annum
Grade 4: R413 199 – R472 449 per annum
Grade 5: R499 311 – R570 570 per annum
Grade 6: R613 020 – R698 031 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District – Bothaville
Ventersburg Station

REQUIREMENTS : Minimum educational qualification: **Grade 3**: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). **Grade 4**: Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as an Emergency Care Technician (ECT). **Grade 5**: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows

registration with the HPCSA as a Paramedic. **Grade 6**: Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Current Professional driver's permit (P/G). Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Knowledge And Skills: Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours. 126 Knowledge of Labour Relations. Computer literacy. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail.

DUTIES : Provide an on-going supervisory function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and operating thereon. Implementation of Operational plans at shift level. Manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies. Facilitate on-going administration and Human Resource Management supervisory functions. Responsible for Performance Management and Development System assessment. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from internal and external sources. Compile reports conduct investigations when required to do so. Ensure compliance with standard operating procedures and protocols. Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. -Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.

ENQUIRIES : Ms. NF Gigi Tel No: (057) 352 2706

POST 32/180 : **PROFESSIONAL NURSE GENERAL (PNA2) REF NO: H/P/28/2026 (X25 POSTS)**

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Universitas Academic Hospital

REQUIREMENTS : A Basic qualification (i.e Diploma/ degree in nursing). Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Current registration with South Africa Nursing Council (SANC) (2026/2027). or - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 3-year Diploma in General Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Knowledge And Skills: Excellent current clinical competencies and skills. Good organisational, collaborative and interpersonal skills. Computer literacy (Word & Excel). Honesty, integrity and high work ethics.

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

ENQUIRIES	:	Mr. MJ Radbe Tel No: (051) 405 3333
POST 32/181	:	**STAFF NURSE: REF NO: H/S/8/2026 (X15 POSTS)**
SALARY	:	Grade 1: R229 440 - R256 671.per annum Grade 2: R272 778 - R306 294.per annum Grade 3: R319 071 - R391 515 per annum
CENTRE	:	Universitas Academic Hospital
REQUIREMENTS	:	A qualification that allows registration with SANC as Staff Nurse. Current registration / APP license with the South African Nursing Council as an Enrolled Nurse. **Grade 1**: None after registration with the SANC as Enrolled Nurse. **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Knowledge And Skills: Excellent current clinical competencies and skills. Good organisational, collaborative and interpersonal skills. Computer literacy (Word & Excel). Honesty, integrity and high work ethics.
DUTIES	:	Provide optimal, holistic nursing care with adherence to the set norms, standards and applicable professional/ legal framework under direct supervision of a Professional Nurse. Effective utilization of all resources within sphere of influence to maintain costs within the allocated budget. (Human, consumables, assets) in accordance with the Supply Chain Management prescripts. Effective implementation of risk management strategy of the FSDoH to increase efficiency, reduce service delivery-related complaints and potential for litigation. Use relevant electronic data systems including manual source documents to record, capture, reconcile data and or manage the flow of information and communication within the area of specialty. Maintain professional growth/ ethical standards and self-development in line with the Nursing Education Framework.
ENQUIRIES	:	Mr. MJ Radbe Tel No: (051) 405 3333
POST 32/182	:	**EMERGENCY CARE OFFICER (ECO) GRADE 3 REF NO: H/E/4/2026 (X33 POSTS)**
SALARY	:	Grade 3: R226 701 – R297 981 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Lejweleputswa District
REQUIREMENTS	:	Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Current registration with the HPCSA 2026/2027. A valid code 10 driver's license with PDP (P/G). Knowledge And Skills: Knowledge of Basic Life Support protocols. Knowledge of Intermediate Life Support protocols.
DUTIES	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter – facility transfers of patients. Any other duties assigned by the supervisor.
ENQUIRIES	:	Ms. NF Gigi Tel No: (057) 352 2706
POST 32/183	:	**NURSING ASSISTANT REF NO: H/N/2/2026 (X40 POSTS)**
SALARY	:	Grade 1: R181 230 - R204 156 per annum Grade 2: R211 401 - R236 376 per annum Grade 3: R249 141 - R306 141 per annum
CENTRE	:	Universitas Academic Hospital
REQUIREMENTS	:	A qualification that allows registration with the South African Nursing Council as a Nursing Assistant (Enrolled Nurse Assistant). Current registration/ APP license with the SANC as Nursing Assistant. **Grade 1**: None after registration with SANC as a Nursing Nurse. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Knowledge And Skills: Excellent current clinical competencies and skills. Good

organisational, collaborative and interpersonal skills. Computer literacy (Word & Excel). Honesty, integrity and high work ethics.

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

ENQUIRIES : Mr. MJ Radbe Tel No: (051) 405 3333

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given a preference and no hand delivery will be accepted.

APPLICATIONS : Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein 9300. Attention Ms AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: 083 555 9270.

: Applications should be addressed to various institution as per the applicant's need:

Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, P.O. Box 695, Bloemfontein, 9300 or hand deliver to Department of Social Development, Tshireletsong Bloemfontein Office, 30497 Tsoai Street, Batho Location, Recruitment.mangaung@fssocdev.gov.za

Lejweleputswa: Please forward your application quoting the relevant reference number hand deliver to Department of Social Development Macholo Building, 05 Elizabeth Street, Welkom, 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za

Thabo Mofutsanyana: Please forward your application quoting the relevant reference number, Department of Social Development, Corner of Moremoholo & Setai Street, Old FDC Building, Setsing, 9870 or Email to Recruitment.tmofutsanyana@fssocdev.gov.za,

Fezile Dabi District: Please forward your application quoting the relevant reference number, P.O. Box1122, Kroonstad, 9595 or hand deliver to Department of Social Development, KGI Building, 20 Cross Street, Kroonstad or Email to Recruitment.Fdabi@fssocdev.gov.za

Xhariep District: Please forward your application quoting the relevant reference number, Department of Social Development, 15 Dawid Street Trompsburg 9913 or Email to Recruitment.Xhariep@fssocdev.gov.za

Dr Beyers Naude Halfway House and Boiketlong Old Age Home: Please forward your application quoting the relevant reference number, Private Bag x 20616, Bloemfontein 9300. Attention Ms AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or Email to recruitment@fssocdev.gov.za

CLOSING DATE : 18 September 2026

NOTE : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. (Applicants are not submitting copies/ attachments/certificates/ID/Driver's license/qualifications on application, only when shortlisted). Use of the old Z83 Form will result in disqualification. A clear

indication of the post and reference number that is being applied for must be indicated on your Z.83. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

POST 32/184	:	**SOCIAL WORK MANAGER GRADE 1: REF NO: DSDFS 50/26 (X2 POSTS)**
SALARY	:	R1 009 512 per annum, all-inclusive remuneration package, (Salary will be accordance with OSD determination)
CENTRE	:	Fezile Dabi District
REQUIREMENTS	:	Grade 12 plus an appropriate Bachelor's Degree in Social Work as recognized by SAQA. Current Registration with the South African Council for Social Services Professions as Social Worker. A Minimum of 10 years appropriate/recognizable experience in Social Work after registration as Social Work with SACSSP. Valid motor vehicle driver's licence. 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.
DUTIES	:	Provide a social work services highest, most advanced and specialized nature within (a define areas) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matter that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient economical and effective utilization of financial resources. Ability to work effectively and co- operatively with of people diverse backgrounds.

Manage a social work unit to ensure that an efficient and effective social work services delivered through the efficient and effective utilization of human resource. Keep up to date with new developments in the social work and management fields. Ensure that all the administrative and financial functions required in the unit are performed.

ENQUIRIES : Fezile Dabi: Ms. M. Martins at 083 443 8343

POST 32/185 : **SOCIAL WORK SUPERVISOR GRADE 1 (X7 POSTS)**

SALARY : R496 668 per annum, (A basic salary)
CENTRE **Mangaung Metro (X2 Posts)**
Botshabelo Office: Ref No: DSDFS 51/26 (X1 Post)
Tshepong Victim Empowerment Center: Ref No DSDFS 52/26 (X1 Post)
Lejweleputswa District Welkom Office Ref No: DSDFS 53/26 (X2 Posts)
Fezile Dabi District (X2 Posts)
Generic: Kroonstad Office Ref No: DSDFS 54/26 (X1 Post)
Probation: Sasolburg Office Ref No: DSDFS 55/26 (X1 Post)
Xhariep District (X1 Post)
Jagersfontein Office: Ref No: DSDFS 56/26 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate Bachelor's Degree in Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.

DUTIES : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP]. Supervise, mentor, coach and advise social workers and social auxiliary workers including social work students. Coordinate and manage all programmes including transformation of social welfare services. Manage the sub-unit. Rendering psychosocial support to clients. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.

ENQUIRIES : Mangaung Metro: Ms. V. Morake – 083 443 9072
Lejweleputswa: Ms. N. Mokoena – 066 485 9672
Fezile Dabi: Ms. M. Martins – 083 443 8343
Xhariep: Ms. AT. Maswime – 083 302 6363

POST 32/186 : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X9 POSTS)**

SALARY : R471 330 per annum
CENTRE : **Mangaung Metro (X3 Posts)**
Bloemfontein Office: Ref No: DSDFS 57/26 (X2 Posts)
Botshabelo Office: Ref No: DSDFS 58/26 (X1 Post)
Thabo Mofutsanyana District (X2 Posts)
Bethlehem Office Ref No: DSDFS 59/26 (X1 Post)
Qwaqwa Office Ref No: DSDFS 60/26 (X1 Post)
Lejweleputswa District:
Welkom Office– Ref No: DSDFS 61/26 (X2 Posts)
Fezile Dabi District:
Frankfort Office Ref No: DSDS 62/26 (X1 Post)
Xhariep District Ref No: DSDFS 63/26 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate three–year tertiary degree (NQF Level 7) as recognized by SAQA in Community Development/ Bachelor of Social Science (Human and Societal Dynamics) or equivalent qualification. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-

ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills. Valid driver's license.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g., in departments/provinces, NGO, local community structures and faith-based organizations) and stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service. Supervise, mentor, coach and advise community development practitioners to ensure an efficient and effective service. Manage the sub-unit. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions.

ENQUIRIES : Mangaung Metro: Ms. M Phori – 071 864 5734
Thabo Mofutsanyana: Ms. P Litabe – 066 486 6749
Lejweleputswa: Mr. R Maleme – 071 853 8481
Fezile Dabi: Ms. M. Martins – 083 443 8343
Xhariep: Ms. M. Ramainoane – 071 864 5643

POST 32/187 : **SOCIAL WORKER GRADE 1 (X5 POSTS)**

SALARY : R338 208 per annum, (A basic salary)

CENTRE : **Thabo Mofutsanyana District:**
FDC Office Ref No: DSDFS 64/26 (X2 Posts)
Xhariep District (X2 Posts)
Smithfield Office: Ref No: DSDFS 65/26 (X1 Post)
Koffiefontein Office: Ref No: DSDFS 66/26 (X1 Post)
Fezile Dabi Frankfort Office: Ref No: DSD 67/26 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate Bachelor's Degree in Social Work NQF Level 7) as recognized by SAQA. Current Registration with the SACSSP. A valid driver's License.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Support Social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

ENQUIRIES : Thabo Mofutsanyana: Ms. H. Moloi – 083 302 5914
Xhariep: Ms. AT. Maswime – 083 302 6363
Fezile Dabi: Ms. M. Martins – 083 443 8343

POST 32/188 : **MONITORING AND EVALUATION OFFICER: NPO (X5 POSTS)**

SALARY : R338 106 per annum (Level 07)

CENTRE : Mangaung Metro Ref No: DSDFS 76/26 (X1 Post)
Thabo Mofutsanyane District, Ref No: DSDFS 77/26 (X1 Post)
Lejweleputswa District Ref No: DSDFS 78/26 (X1 Post)
Fezile Dabi District Ref No: DSDFS 79/26 (X1 Post)
Xhariep District Ref No: DSDFS 80/26 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate National Diploma in Financial Management/Economics/Accounting/ Public Management (NQF Level 6) as recognised by SAQA. A Minimum of 1-2 years relevant working experience in

		NPO and budget. Driver's licence. monitoring and evaluation skills. Knowledge And Values: The following knowledge and skills are required: Knowledge, skills attitudes and values to engage in the social development. Monitoring and evaluation skills. Financial management budgeting. Good communication skill. Presentation skill. Problem solving skill. Computer skill. Written and verbal communication. Report writing skill. Day to day administration.
DUTIES	:	Monitor compliance and management funds provided to CBO and NGOs in line with financial guidelines. Coordinate and monitoring the NPO funding cycle. Provide support and guidance to CBOs to ensure effective financial and accountability. Identify irregularities and refer them to the relevant section, implement corrective measures: Screening/monitoring all the financial files, collect financial reports from the NPOs, check all the required documents and compile intervention report. Supervising of staff.
ENQUIRIES	:	Mangaung Metro: Ms. M Phori – 071 864 5734 Thabo Mofutsanyana: Ms. P Litabe – 066 486 6749 Lejweleputswa: Mr. R Maleme – 071 853 8481 Fezile Dabi: Ms. M. Martins – 083 443 8343 Xhariep: Ms. M. Ramainoane – 071 864 5643
POST 32/189	:	**COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X4 POSTS)**
SALARY	:	R289 296 per annum, (A basic salary)
CENTRE	:	Thabo Mofutsanyana District Ladybrand Office Ref No: DSDFS 68/26 (X1 Post) Lejweleputswa District Welkom Office– Ref No: DSDFS 69/26 (X1 Post) Fezile Dabi District: Kroonstad Office Ref No: DSDFS 70/26 (X1 Post) Xhariep District Koffiefontein Ref No: DSDFS 71/26 (X1 Post)
REQUIREMENTS	:	Grade 12 plus an appropriate three–year tertiary degree (NQF Level 7) as recognized by SAQA in Community Development / Bachelor of Social Science (Human and Societal Dynamics). or equivalent qualification. Exposure to community development environment will serve as an advantage. Must have exposure of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Must be able to conduct research relating to community development work. Must be able to facilitate, identify plan and implement various community development programs/interventions.
DUTIES	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external stakeholders e.g.in departments/provinces, NGOs, local community structures and faith-based organizations to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.
ENQUIRIES	:	Thabo Mofutsanyana: Ms. P Litabe – 066 486 6749 Lejweleputswa: Mr. R Maleme – 071 853 8481 Fezile Dabi: Ms. M. Martins – 083 443 8343 Xhariep: Ms. M. Ramainoane – 071 864 5643
POST 32/190	:	**STAFF NURSE GRADE 1: (X2 POSTS)**
SALARY	:	R229 440 per annum, (A basic salary)
CENTRE	:	Dr Beyers Naude Ref No: DSDFS 72/26 (X1 Post) Boiketlong Old Age Home Ref No: DSDFS 73/26 (X1 Post)
REQUIREMENTS	:	Grade 12 plus an appropriate qualification that allows current registration with the SANC as Staff Nurse. Current registration with the South African Nursing Council as enrolled nurse.
DUTIES	:	Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined as determined by the relevant health facility.
ENQUIRIES	:	Dr Beyers Naude: Ms B Masangane - 066 486 6906, Boiketlong: Mr M Tyobeka – 060 985 1466

POST 32/191	:	**NURSING ASSISTANT GRADE 1: (X3 POSTS)**
SALARY	:	R181 230 per annum, (A basic salary)
CENTRE	:	Dr Beyers Naude Ref No: DSDFS 74/26 (X2 Posts) Boiketlong Old Age Home Ref No: DSDFS 75/26 (X1 Post)
REQUIREMENTS	:	Grade 12 plus an appropriate qualification that allows current registration with the SANC as Nursing Assistant. Current registration with the South African Nursing Council.
DUTIES	:	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. Work as part of multidisciplinary team to ensure quality nursing care.
ENQUIRIES	:	Dr Beyers Naude: Ms B Masangane – 066 486 6906 Boiketlong: Mr M Tyobeka – 060 985 1466

DEPARTMENT OF TREASURY

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

APPLICATIONS	:	Effective from 1 April 2026, the Free State Provincial Treasury now utilises an e-Recruitment System (applicants must submit their applications via the online link https://www.erecruitment.fs.gov.za
CLOSING DATE	:	18 September 2026
NOTE	:	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 Free State Provincial Treasury Information Technology Sub-directorate was unable to assist. The Department will not be responsible for server delays. Late applications due to technical issues will not be considered. 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. Applicants should upload their curriculum vitea (CV), qualification(s) and other related document(s) as one (1) document attachment on the e-Recruitment system. (Please ensure that document is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the e-recruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make

appointments on the advertised post(s). All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on: recruitment@treasury.fs.gov.za (no applications, strictly for enquiries purposes). Free State Provincial Treasury is compliant with the requirements of POPIA.
ERRATUM: Kindly note that this post was advertised within the Public Service Vacancy Circular 29 with the closing date of 04 September 2026, Ref No: FSPT 017/26 has been withdrawn and re-advertised with a new reference number of FSPT: 018/26 and new closing date of 18 September 2026. Please note that the post requires a grade 12 certificate and a minimum of three years' relevant experience as opposed to the previous advert. Applicants are encouraged to kindly apply again. Apologies for any inconveniences caused.

OTHER POST

POST 32/192	:	**SECURITY OFFICER SUPERVISOR REF NO: FSPT 018/26** (Re-advertised)
SALARY	:	R237 453 per annum (Level 05), (A basic salary)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	A grade 12 qualification. Completed basic Security Officer's training course with at least three years' relevant experience. A valid registration with the Private Security Industry Regulatory Authority (PSIRA). Knowledge of access control procedures, measures for the control and movement of equipment and store content, prescribed security procedures, authority of a Security Officer and emergency procedures.
DUTIES	:	Supervise the security functions performed by the Security Officers to ensure adherence to and implementation of Departmental security policies. Perform administrative functions. Monitor and maintain effective security systems. Provide support during investigations.
ENQUIRIES	:	Mr. T P Petersen: recruitment@treasury.fs.gov.za

GRADUATE INTERNSHIP PROGRAMME (15 INTERNSHIP OPPORTUNITIES)
24-Months Graduate Internship Programme.
The Free State Provincial Treasury, in collaboration with the Finance and Accounting Services Sector Education and Training Authority (FASSET), invites applications from suitably qualified and unemployed South African graduates to participate in a 24-Months Graduate Internship Programme.

OTHER POSTS

POST 32/193	:	**ACCOUNTING REF NO: FSPT 019/26 (X3 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	National Diploma or Degree in Accounting, Financial Accounting, or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.
DUTIES	:	Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.
ENQUIRIES	:	Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme

POST 32/194	:	**INTERNAL AUDITING REF NO: FSPT 020/26 (X4 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	National Diploma or Degree in Internal Auditing or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.
DUTIES	:	Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.
ENQUIRIES	:	Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme
POST 32/195	:	**FINANCE REF NO: FSPT 021/26 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	National Diploma or Degree in Accounting, Financial Management, Finance, or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.
DUTIES	:	Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.
ENQUIRIES	:	Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme
POST 32/196	:	**ECONOMICS AND ECONOMETRICS REF NO: FSPT 022/26 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	National Diploma or Degree in Economics, Econometrics, or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will

not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with Immediate Effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.

DUTIES : Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.

ENQUIRIES : Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme

POST 32/197 : **INFORMATION TECHNOLOGY REF NO: FSPT 023/26 (X2 POSTS)**

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : National Diploma or Degree in Information Technology, Computer Science, Information Systems, or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.

DUTIES : Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.

ENQUIRIES : Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme

POST 32/198 : **DATA SCIENCE REF NO: FSPT 024/26 (X1 POST)**

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : National Diploma or Degree in Data Science, Information Technology, Computer Science, Statistics, or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.

DUTIES : Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical

		workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.
ENQUIRIES	:	Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme
POST 32/199	:	**CONSTRUCTION PROJECT MANAGEMENT REF NO: FSPT 025/26 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	National Diploma or Degree in Construction Management, Building Science, Construction Project Management, or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.
DUTIES	:	Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.
ENQUIRIES	:	Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme
POST 32/200	:	**COMPLIANCE AND RISK MANAGEMENT REF NO: FSPT 026/26 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	National Diploma or Degree in Internal Auditing, Risk Management, Compliance, Accounting, or an equivalent recognised qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.
DUTIES	:	Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.
ENQUIRIES	:	Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme

POST 32/201	:	**B.COM LAW REF NO: FSPT 027/26 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Degree in Law (LLB) or BCom Law, or an equivalent recognized qualification, applicants must have successfully completed their qualifications and where a qualification certificate has not yet been issued, applicants must submit an official academic transcript and a letter from the relevant institution confirming the successful completion of their studies. Applicants who have previously participated in any internship programme will not be considered. Should it be discovered, either during the recruitment process or after appointment, that an applicant has previously participated in an internship programme and failed to disclose this information, the internship contract will be terminated with immediate effect. Preference: Preference will be given to eligible youth applicants who are residents of the Free State Province, provided that they meet all the prescribed minimum requirements for the Graduate Internship Programme.
DUTIES	:	Development: Successful candidates will undergo a structured programme of on-the-job training, workplace learning and professional development within the Free State Provincial Treasury. The programme will Provide practical workplace experience aligned with the intern's qualification and assigned area of work; expose interns to relevant departmental processes, systems and procedures; Provide opportunities to apply academic knowledge in a practical work environment and enhance the participants' employability and preparedness for entry into the formal labour market.
ENQUIRIES	:	Mr. Xolile Ngesi: Ngesi@treasury.fs.gov.za strictly for enquiries regarding the Graduate Internship Programme

ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT

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

APPLICATIONS : Manual applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or Applicants can apply online at: jobs.gauteng.gov.za

CLOSING DATE : 18 September 2026

NOTE : Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents). Only an updated comprehensive CV (with detailed personal information, duties, experience, and references) and a completed and signed new Z83 application form is required for both online and manual applications. The Z83 form must be completed in full, and page 2 duly signed. An accurate position and reference number must be indicated on the Z83 form. 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. Applicants are not required to submit copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. 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). Failure to submit the requested information will result in the application not being considered and deemed a regret. Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) prior to appointment. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at 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/trainingcourse/smspre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. (This applies only when there is an SMS post)." If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s).

MANAGEMENT ECHELON

POST 32/202 : **DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: REFS/056179**
Branch: Office of the Head of Department

SALARY : R1 317 384 per annum, (all-inclusive packages)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Qualification in Public Administration /Business Administration / Commerce or BA degree. Master's degree/M. Com or postgraduate qualification in Public Administration, Business Administration, Commerce, Governance, Risk Management, or a related field will be an added advantage. 5 years of experience at middle/senior managerial level. Knowledge of generic competencies required: Knowledge of the GPG and South African political environment. Knowledge of departmental policies. Knowledge of DPSA regulations and Ministerial Handbook. Compliance with PFMA. Knowledge of technical competencies required: Professional Integrity. People management. Excellent verbal, written and presentation communication. Ability to handle secret and classified documents. Conflict Management (Conflict and Problem solving). Knowledge of managerial competencies required: Strategic Agility. Drive for Results. Strategic Planning & Analysis expertise. Diversity management. Skills required: Communications skill. Computer literacy. Interpersonal skills. Presentation skills. Report writing. Leadership. Strategic. Planning. Organisation. Attributes required: Be able to work under pressure. Inspire to be Quality Oriented. Should be decisive. Additional competencies and skills include strategic risk management, governance assurance, compliance oversight, executive decision-support, enterprise risk management, digital transformation programme support, audit query coordination, stakeholder engagement, policy alignment, project governance, executive reporting, and the preparation and quality assurance of EXCO, SMT and HOD submissions. Nyukela Pre-entry certificate must be submitted prior to appointment.
DUTIES : Provide Strategic Coordination and Executive Support: Lead alignment of departmental programmes to HOD priorities. Coordinate strategic inputs across all branches. Provide high-level advisory support to HOD. Provide Governance and Decision Support: Oversee implementation of executive decisions. Ensure quality assurance of submissions to HOD. Monitor implementation of resolutions from executive structures. Maintain effective and efficient stakeholder relations and office management: Build communication approach in dealing with stakeholder requests, enquiries, and liaison matters. Set up and maintain systems in the office that will ensure efficiency in the office for stakeholder management. Disseminate documents in preparation for upcoming meetings to relevant stakeholders addressing the agenda to be discussed. Arrange accessibility for key stakeholders to the office. Coordinate and manage the Heads of branches' engagement and interactions within the office to ensure alignment with organisational priorities. Ensure that internal and External Stakeholders are informed about Senior Management meetings with HOD. Provide quality assurance and advice: Provide strategic advice to the HOD and Senior Management on governance, compliance, and policy alignment. Facilitate information session on policies, procedures, and best practices within the office. Provide advice to Departmental Senior Management and HOD. Manage Resources within the HOD's Office: Manage staff performance and developmental needs. Manage and monitor the office budget in terms of the office regarding possible over and under spending. Engage staff in the office to determine the budget needs. Participate in performance assessment review committee. Develop operational plan for the unit. Provide Governance, Secretariat, and Institutional Oversight: Provide strategic oversight of governance structures supporting HOD and the MEC. Ensure effective functioning of decision-making processes. Oversee integrity, quality, and compliance of submissions. Ensure proper recording, tracking and implementation of executive decisions. Serve as custodian of governance processes ensuring transparency, accountability, and ethical leadership. Provide assurance to the HOD on governance effectiveness. Additional duties include supporting the HOD Office through strategic risk and governance advisory services; coordinating and tracking executive submissions, resolutions and action items; assisting with audit, compliance and assurance responses; supporting the alignment of departmental priorities with the APP

and operational plans; facilitating cross-branch collaboration on strategic projects, PPP initiatives and ICT commercialisation matters; preparing briefing notes, executive summaries, decision-support documents for the HOD, SMT, EXCO and oversight structures; monitoring governance risks, implementation gaps and control weaknesses; and supporting stakeholder engagement with internal branches, provincial departments, public entities and external partners.

ENQUIRIES : Mr. Oscar Baloyi at 066 486 5508

POST 32/203 : **DIRECTOR: RISK MANAGEMENT REF NO: REFS/056180**
Branch: Office of the Head of Department (Internal Risk Management)

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Qualification in Risk Management / Auditing / Commerce / Accounting or Finance. 5 years' relevant experience at middle/senior management level. Registered Government Auditor (RGA) Qualification, CIA/ CCSA/ CFE/ CA(SA) will be an added advantage. Knowledge of generic competencies required: General GPG business. Government regulations, policies, and procedures. General government sector and organisational structure. Knowledge of technical competencies required: Knowledge of key risk management concepts, framework, and good practices. Knowledge of the PFMA Act and King 2. Knowledge of Enterprise Risk Management (ERM) principles. Knowledge of managerial competencies required: Business Acumen. Customer Management. Innovative Continuous Improvement. Decision Making. Problem Solving. Skills required: Communications skill. Computer literacy. Interpersonal skills. Analytical, Report writing, Leadership, Strategic, Planning, and Organisation. Attributes required: Be able to work under pressure. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented. Nyukela Pre-entry certificate must be submitted prior to appointment.

DUTIES : Oversee the development and management of the implementation of risk management strategies: Manage the development of risk management control and systems. Manage the analysis of data to detect non-compliance with departmental policies and regulations. Report to management, audit results and recommend changes in operational and financial activities. Manage the monitoring and evaluation of the implementation of risk assessment responses strategies. Continually monitor and evaluate existing framework, risk plan, contingency plans strategies and procedure manuals and identify risk. Monitor the implementation of action of plan to ensure risk mitigation efforts are proceeding as required. Consolidate and compile report on compliance with risk regulatory requirements. Provide strategic risk reports to HOD, Executive Management and Audit Committee. Influence executive decision-making on risk exposure. Manage and facilitate the capacity building on departmental staff on risk management: Provide strategic advisory services to Executive Management on risk and compliance matters. Manage the identification of the of training needs for risk management. Oversee the development of the departmental risk competence, evaluation mechanisms, methodologies and awareness programmes across the department. Provide advice on ad hoc risk matters. Monitor and evaluate the adequacy internal control framework in addressing risk mitigation within the department. Manage the adequacy implementation of actions plans in areas highlighted in audit report within the departmental business units. Facilitate the appointment of risk management committee members. Manage the development of Organisational risk, policies, procedures, strategies, risk plans and framework: Ensure integration of risk management into strategic planning, budgeting and performance management processes. Develop and review risk management framework, risk plan, strategy and procedure manuals. Oversee the implementation and maintenance of risk management framework, strategies, procedure manuals and business continuity plan strategies. Oversee the identification and analysis of potential deficiencies and risks within the department. Monitor, evaluate and report on the effectiveness and efficiency of the risk management framework and best practices. Continually improve/review risk management framework, strategy, procedure manuals and business continuity plan. Ensure the implementation of the recommendations of enhancement improvement plan/action plans. Ensure compliance with provincial risk management framework. Coordinate the development and monitoring of implementation of

Business Continuity plan: Ensure the business impact analysis reports for the individual business units are revised. Revise the business continuity plans as and when the need arises. Develop a business continuity strategy. Establish a business continuity steering committee. Work closely with Occupational Health and Safety unit to ensure that an emergency plan is in developed and implemented. Manage the management of data protection and POPIA compliance risks. Manage the oversight of ICT systems and digital service continuity risks. Manage enterprise-wide digital transformation risks across GPG. Table risk and audit reports to all Executive management and Oversight committees. Provide executive-level assurance on audit findings. Advise on governance and performance implications. Oversee implementation of internal and external audit recommendations: Engage with internal and external auditors. Participate in audit steering committees both internal and external in consultation with stakeholders. Monitor implementation of the action plans to address audit findings for both internal and external. Provide assurance to internal and external auditors on the implementation of action plans. Provide Extended Senior Management Team (ESMT), Executive Management Team (EMT), Risk Management Committee (RMC) and Audit Committee (AC) with feedback on target dates not met and implications for department. Manage the provision of Strategic Governance and Advisory: Advise HOD and Executive Management on enterprise risk exposure. Engage with oversight bodies (AGSA, OTP, GAS, Treasury and Provincial Audit Committee). Provide input into strategic decision-making. Manage resources (human, financial): Build and lead a high-performing team by providing guidance, mentorship, and professional development opportunities. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives. Foster a collaborative and inclusive work environment that encourages teamwork and continuous learning. Manage all resources, including budget, in terms of the PFMA. Manage and promote the maintenance of discipline within the directorate. Manage leave in the business unit.

ENQUIRIES : Ms. Portia Makotwane at 066 297 1488

DEPARTMENT OF ENVIRONMENT

Department of Environment is an equal opportunity employer and intends to promote equity through filling of these posts. Candidates whose appointment / promotion will promote the achievement of employment equity within the department will receive preference, in particular designated groups (coloured's, Indians, whites and persons with disability.)

APPLICATIONS : To apply for the below positions, please submit your application online at http://professionaljobcentre.gpg.gov.za or send an email @ GDENVrecruitment@gauteng.gov.za

CLOSING DATE : 18 September 2026

NOTES : Quoting the relevant reference number applications must be submitted on the New Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the Old Z.83 form will not be considered. A New Z.83 form must be fully completed, duly signed and initialed by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not required to submit copies of qualifications and other relevant documents on application. Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection,

processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://thensg.gov.za/trainingcourse/sms-pre-entry-programme/, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Attention: Ms. Iris Thanjekwayo; Tel: 072 788 2364 - Recruitment

OTHER POSTS

POST 32/204 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: REFS/056311**

SALARY : R932 292 per annum, all-inclusive remuneration package
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Matric plus an undergraduate qualification (NQF level 7) in Risk Management or related field as recognised by SAQA. A minimum of 5 years of experience of which 3 years must be at supervisory level (ASD). A valid driver's license. Competencies: Public Service Act and Regulations and relevant legislation. Knowledge of anti-corruption initiatives and Professional Ethics Infrastructure. Knowledge of ethics auditing and ethics legal frameworks. Skills: Computer literacy, problem solving and analysis, planning and organizing, report writing, communication.
DUTIES : Manage, implement, review and improve the risk management framework. Undertake studies and analysis to identify risks to establish8 the internal and external organization context. Manage, facilitate and advise on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required. Facilitate the institutionalization risk management. Ensure that risk management philosophy and culture is embedded in the organization. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Manage the Sub Directorate: Risk Management. Maintenance of discipline. Deputy Director Risk Management. Management of performance and Development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocating work Quality control of work delivered by employees. Functional technical advice and guidance.
ENQUIRIES : Ms. Iris Thanjekwayo; Tel: 072 788 2364

POST 32/205 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/056307**

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Matric plus Bachelor's Degree in Financial Management / Accounting / Public finance/Cost and Management Accounting (NQF level 7) as recognised by SAQA. 3 years relevant supervisory experience. A valid driver's license. Competencies: Knowledge of Departmental policies and procedures, Reporting procedures and Government Priorities. Skills: Planning and Organizing, Report writing, Negotiation and Decision making. Exposure and training in Financial Accounting will be an added advantage.
DUTIES : To Ensure adherence to PFMA, Treasury Regulations, Financial Manual and relevant Departmental Policies and Procedures as well as the implementation thereof; Prepare Monthly, Interim and Annual Financial Statement timely; Attend Meetings and Conferences with Supervisor; Determine and develop training needs to Subordinates; Control Subordinates Performance reports and perform personnel performance functions; Assist with the implementation of recommended solutions regarding the Departmental Systems and processes to improve Departmental efficiency; Assist with the compilation of section 40, Monthly Compliance Reports to Treasury as well as Reports requested by Management; Ensure that confirmation Letters are received and provided from/by the Department/s and ensure that all Inter-Departmental Receivables and Payables are cleared monthly; Provide administrative support and best accounting practices to subordinates and business units and to all Responsibility and Line Managers on all aspects of functional areas; Writing of correspondence within and outside the Department, and to be assigned by a Higher-Level Manager and ensure excellent verbal communication skills; Ensure the continuous development of quality improvement of Sub-Ordinates; Liaise on administration matters with other Departments, the Public and Service Providers; Attend to internal and external Audit matters; clearing the suspense and interdepartmental account; hold weekly meetings with Sub-Ordinates and provide feedback report to the Deputy Director; hold monthly meetings with the Deputy Director; Supervise Sub-Ordinates and their duties. Timely payment of Suppliers of goods and services (100% of Service Providers payments finalized each month over the 12-month financial period); Authorise the payment of transfers and subsidies processed on the accounting system. Supervise employees to ensure an effective financial accounting service. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage performance, conduct and discipline of supervisees.
ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

POST 32/206 : **STATE ACCOUNTANT REF NO: REFS/056308**

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus National Diploma (NQF level 6)/ Degree (NQF level 7) in Finance/Cost and Management Accounting / B Comm Accounting or equivalent qualification as recognized by SAQA. 1-2 years appropriate/relevant years of experience in financial administration and auditing environment. A valid driver's license. Competencies: knowledge of GPG and Departmental policies and procedures, Public Service Regulatory Framework, reporting procedures, Division of Revenue Act, PFMA, Treasury Regulations, BAS, SAP and other information management systems. Public service budget process and Customer service. Skills: Verbal communication, written communication, Interpersonal skills, technical skills.
DUTIES : To facilitate the provision of management accounting services. Collate financial supporting information for planning purposes, prepare and capture budget information, populate standard/routine reporting documents, Collate the necessary financial supporting documents required for the strategic and annual performance planning process, Collate the relevant financial information required in the evaluation and development of business and project plans. Prepare necessary information required for the completion of the Medium-Term Expenditure Framework (MTEF) budgeting process and populate templates, provided by the treasury, Prepare the necessary information required for the

compilation of the Estimates of Provincial Expenditure in compliance with Provincial Treasury guidelines. Consolidate inputs and balance the monthly cash flow and adjusted cash flow to the estimates of expenditure/adjusted estimates of expenditure, Record the adjustments on the accounting system, Capture the approved rollovers on the accounting system, Compile monthly and quarterly performance reports timeously and accurately, Review monthly transactions per program from BAS, update expenditure reports with commitments, Compile performance reports for stakeholders monthly, Collate and capture management accounting information on monthly reporting templates, Compile the standardized in year monitoring report for the department, based on templates received from various components

ENQUIRIES : Ms. Sophia Letsoalo; Tel No: (011) 240 3095

POST 32/207 : **PERSONNEL PRACTITIONER REF NO: REFS/056310 (X2 POSTS)**

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Matric plus National Diploma (NQF Level 6) or Degree (NQF Level 7) in Human Resource Management/Industrial Psychology/Public Administration or relevant qualification as recognized by SAQA. 1-2 years of experience in Human Resource Management. A valid driver's license. Competencies: Knowledge of Resources Systems (PERSAL/SAP), Public Service Regulations, Public Services Act, Employment Equity Act, White Paper on Transformation and Batho Pele, Basic Condition of Employment Act (BCEA), Labour Relation Act, Public Financial Management Act, Promotion of Access to Information Act (PAIA). Skills: Communication (Verbal and written), computer literacy (Excel, Word, PowerPoint etc.), Innovation/Creative, Presentation, Responsiveness, Report writing, Time Management, Organizing and Planning, Financial management, Policy analysis, Problem solving.
DUTIES : Prepare draft adverts, advertise vacant and funded posts as and when vacated. Draft memos for recruitment process, offer letters and regret letters. Administer the Shortlisting and interview processes. Prepare mandates for appointments, promotions, transfers and terminations. Conduct suitability checks. Compile mandates for the process of employee benefits. Coordinate payment of long service. Facilitate the process of resettlement. Coordinate logistical arrangements for long service awards. Coordinate HR awareness campaigns. Assist lower level employees with capturing of leave on SAP, Verification of Leave interfaced on PERSAL, Auditing of Leave. Appoint new officials on SAP and termination of exit employees. Prepare PILIR applications for submitting to the Health Risk Manager. Coordinate the completion of termination documents, Compile mandates and submit to e-gov for implementation. Facilitate exit interviews. Facilitate the completion of exit and benefit forms. Submit pension documents to Government Employee Pension Fund. Maintain records and statistics on HR, provide monthly report. Provide the information required for compilation of annual reports, quarterly reports, HR plan.
ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364

DEPARTMENT OF HEALTH

OTHER POST

POST 32/208 : **HEAD OF CLINICAL UNIT: PSYCHIATRIST REF NO: SDHS 2026/08/03 – 02 (X1 POST)**

SALARY : Grade 1: R2 168 145 per annum, (all-inclusive package)
CENTRE : Sedibeng District Health Services – Mental Health
REQUIREMENTS : Master of Medicine (MMed) Degree in Psychiatry or Qualification as a psychiatrist with the Colleges of Medicine (FC Psych); Current registration with the HPCSA. Minimum of 3 years of experience as a psychiatrist post registration as a psychiatrist. It would be an advantage to have clinical experience in community mental health services, the ability to perform research (qualitative and quantitative); and managerial experience. Knowledge of relevant legislation, policies and guidelines, leadership qualities, the ability to work independently and in a team, computer literacy (MS Word, Excel and PowerPoint), and a driver's license are necessary attributes.

DUTIES : Work with the Sedibeng District Mental Health Team to monitor and evaluate the mental health needs of and services for the district population. Based on the findings, develop an operational plan towards improvement in mental health coverage, process of mental health care and outcomes of care. Work with the district management to implement the operational plan. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Promote collaboration between primary health care services, community psychiatry, and therapeutic services, and the non-health sector including governmental and non-governmental organisations, towards person-centered mental health care. Ensure that quality mental health services are provided according to ethical principles, professional standards, and national guidelines, including referral procedures and coordination with all stakeholders. Oversee training of primary care practitioners and community psychiatric staff as well as educational and mental health literacy outreach to the non-health sector and public, including suicide and substance use disorder prevention strategies. As a joint appointee with the Department of Psychiatry at the University of the Witwatersrand, participate in teaching, examining, registrar assessments and research according to the academic program. Maintain academic standards in the district-based in-service training and use research findings to inform situation analyses and improve services.

ENQUIRIES : Dr. M. Thoka at 071 904 4124

APPLICATIONS : Addrress: Ms M.L. November – Deputy Director SDHS: Email: Mamorwesi.November@gauteng.gov.za Sedibeng District Health Services, Cnr. Pasteur Blvd & Friekie Meyer, Vanderbijlpark.

NOTE : 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) 108 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.

CLOSING DATE : 18 September 2026

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za. For general enquiries please contact Human Resource Tel No: (011) 355-7175/7521. Only online applications will be considered.

CLOSING DATE : 18 September 2026

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in

disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 32/209 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (RISK & PERFOMANCE MANAGEMENT) REF NO: REFS/056445**
Branch: Finance

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIRMENTS : National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Supply Chain Management / Internal Audit / Financial Management / Cost Accounting Management / Purchasing Management / Public Management. 3-5 years' experience at Assistant Director level (Junior Management) within Supply Chain Management. A valid Driver's License. Knowledge and skills. DPSA policies and procedures. Relevant legislation and Public Service Regulations. Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA and BBBEE Act. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Experience in Ms Office (Ms Excel, Ms Word and Ms PowerPoint) and BAS, SAP and SRM. Knowledge of contract management including management of SLAs. Understanding of National Small Business Act, Service delivery innovation Programme and project management. Knowledge of SCM Framework and Risk Management. Service Delivery and innovation, Business performance management, Stakeholder relationship Management and Financial analytical skills. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organising, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, presentation, decision making and management skills. Must be able to work under pressure and have the ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Must be service delivery orientated.
DUTIES : Develop, implement and maintain risk and performance management policies, standard operating procedures and ethical framework. Oversee the development, implementation and monitoring of risk management strategies. Ensure compliance with statutory regulations such as PFMA/Treasury regulations, B-BBEE Act) and performance assessment of the SCM value chain. Review supply chain management policies yearly and align new legislation and National/Provincial treasury regulations. Act as a focal point for internal and external audit requirements. Manage and undertake risk management assessments. Manage and undertake prevention of fraud and abuse of the SCM system interventions. Manage and undertake performance assessment of the SCM function. Manage the safeguarding of SCM information. Monitor and evaluate compliance with BBBEE, SMME, and

reporting. Ensure that the performance meets the requirements as specified and design a monitoring system to be used for all contracts which were developed to regulate relationships during the life of the project. Prepare BBBEE expenditure reports monthly and advise on achievements of provincial targets. Provide the leadership to the component, manage performance and development of the subordinates and develop and manage the operational plan of the sub-directorate and report progress as required. Compile and submit all required administrative reports. Procurement and Asset management for the Sub directorate. Determine and analyse training and development needs for SCM staff. Address poor performance of any team member through the formal performance management process. Undertake Human Resource and other related administrative functions, establish, implement, maintain the efficient and effective communication arrangements and develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports. and serve on transversal task teams as required.

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

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

OFFICE OF THE PREMIER

APPLICATIONS : Applications must be submitted only online at **www.gautengonline.gov.za**
CLOSING DATE : 22 September 2026
NOTE : Applicants must submit a fully completed and signed new Z83 Form; a comprehensive Curriculum Vitae (CV); and the relevant reference number quoted on the application. Applications submitted by email, fax, post or hand delivery will not be accepted. Failure to submit all the required documents will result in the application not being considered. Only shortlisted candidates will be required to submit certified copies of qualifications, identity documents and other supporting documents on or before the interview date, as directed by Human Resources. Applicants with foreign qualifications must submit a SAQA evaluation certificate if shortlisted. 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. 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. Attend a DPSA-prescribed SMS Competency Assessment if recommended by the Selection Committee following the interview process. Appointment to an SMS post is subject to successful completion of the Nyukela Pre-Entry Programme (Certificate for Entry into the SMS) offered by the National School of Government (NSG). The successful candidate must provide proof of registration and successful completion of the programme prior to appointment. The cost of the programme is for the applicant's own account. For further information visit: www.thensg.gov.za/training. The successful candidate will be required to sign a Performance Agreement within three (3) months of assuming duty, disclose their financial interests in accordance with applicable regulations. Undergo personnel suitability checks, including criminal record, citizenship, credit, qualification and employment verification. The Gauteng Office of the Premier is committed to the principles of Employment Equity and fair representation. In line with the Department's Employment Equity Plan, preference will be given to suitably qualified candidates from designated groups. Particular consideration will be given to African females, Coloured males, Indian males, Indian females, White males, White females, and persons with disabilities, in order to promote equitable representation within the Department. By applying, applicants consent to the processing of their personal information in accordance with the Protection of Personal Information Act (POPIA). If you have not been contacted within three (3) months of the closing date, please consider your application unsuccessful. The Gauteng Office of the Premier reserves the right not to fill, withdraw or cancel the advertised post at any stage of the recruitment process. The Gauteng

Office of the Premier thanks all applicants for their interest. No late applications will be considered.

MANAGEMENT ECHELON

POST 32/210 : **DEPUTY DIRECTOR-GENERAL: PROVINCIAL COMMUNICATION SERVICES REF NO: REFS/056333**

SALARY : R1 885 710 - R2 124 237 per annum, (all-inclusive remuneration package).
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 8 qualification in Communications, Public Relations, Media Studies, Public Administration or Journalism related field. An NQF Level 9 qualification (Master's degree) in the related field will be an added advantage. 8 years of experience at a senior managerial level with a strong background in Strategic communication management, Media relations, public participation and stakeholder engagement, Marketing and Branding, Reputation management, Government communication system, Communication, Public Relations and Media. Key Competencies Ability to provide strategic direction and leadership for provincial communication programmes. Capacity to align communication strategies with government priorities and service delivery objectives. Decision-making and problem-solving at executive level. Communication and Media Management. Development and implementation of integrated communication strategies. Media liaison and relationship management. Crisis communication and reputation management. Management of internal and external communication platforms. Stakeholder and Public Participation Management. Building and maintaining relationships with government departments, media, communities, civil society, and other stakeholders. Managing public engagement and citizen participation programmes. Facilitating intergovernmental communication and collaboration. Policy Development and Governance. Knowledge of government communication policies, legislation, and regulatory frameworks. Ability to develop, implement, and monitor communication policies and strategies. Ensuring compliance with Public Service and Government Communication and Information System (GCIS) requirements. Financial and Resource Management.
DUTIES : A successful candidate will be required to perform the following duties: Provide strategic direction for Provincial Communication Services in alignment with provincial priorities. Lead the development and implementation of the Provincial Communication Policy Strategy. Monitor governance, accountability, and compliance with all relevant legislation and regulatory frameworks. Manage the coordination of communication across provincial departments and entities to ensure coherence and consistency. Align communication plans with Executive Council (EXCO), Cabinet Lekgotla and provincial programme priorities. Serve as provincial spokesperson when delegated. Lead the development and implementation of provincial communication frameworks aligned to government priorities. Manage communication activities across provincial departments to ensure uniformity, coherence and strategic alignment. Provide strategic direction in the development and implementation of an integrated provincial branding and marketing strategy aligned to government priorities. Oversee the performance, governance and integration of the Chief Directorates within the branch. Monitor effective communication planning, reporting and strategic advisory support to the Premier, DG and Executive. Provide strategic direction on provincial public relations activities and ensure consistent public messaging. Oversee media liaison services, including media enquiries, media statements, press briefing, crisis communication and social media. Provide strategic direction for the implementation and institutionalisation of the Ntirhisano Programme across all spheres of government. Oversee the coordination and integration of service delivery war rooms and outreach platforms to improve responsiveness to community needs. Manage the establishment and maintenance of effective feedback and communication mechanisms between government and communities. Manage the branch budget in compliance with PFMA and ensure efficient resource utilisation. Oversee governance, risk management and internal controls within the branch.
ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 32/211 : **CHIEF DIRECTOR: PROVINCIAL FORENSIC AUDITS REF NO: REFS/056392**

SALARY : R1 554 696 - R1 831 350 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF Level 7 qualification in the disciplines of Law (BA Law; B juris, BCom Law; BProc LLB) or Accounting, Finance, Forensic Auditing. An NQF Level 8 qualification in the related field will be an added advantage. 5 years of experience at a senior managerial level and Seven (7) or more years of experience in the Forensic investigations or law enforcement specialising in commercial crimes. Certified Fraud Examiner (CFE) qualification will be an added advantage. Good problem-solving, decision-making skills, computer literacy, communication skills, report writing kills, good inter-personal relations skills, planning, organising, analytical skills and project planning skills. Key Competencies: Proven ability to operationalise and ensure compliance with legislation and policy development. Demonstrable experience in forensic investigations and reporting. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours. Strategically engage with Auditors and provide appropriate and timely responses to audit queries.
DUTIES : Provide effective management and oversight into the implementation of fraud prevention in the GPG departments. Manage and oversee the implementation of all the forensic investigations and Provincial forensic investigation procurement in the GPG departments and entities. Review, manage, and provide oversight on the implementation of the Provincial Forensic Investigation Methodology and Standard Operating Procedures. Manage, review and maintain the Anti-Corruption strategy for all GPG departments. Provide leadership on the administration of NACH (National Anti-Corruption Hotlines) for all GPG departments. Develop written protocols and guidelines on forensic investigation methodology and ensure adherence of such guidelines and investigation reporting timelines. Review investigation reports and related documentation and provide assurance that the investigations conducted meet the required standards. Ensure that lessons learned from investigations are incorporated into the GPG policies and procedures and are shared widely within GPG. Support Public Service Commission (PSC) in developing and maintaining mechanism for reporting potential fraud and corruption, including hotline, and the necessary procedures to evaluate and investigate incoming reports of alleged fraud and corruption. Manage and provide comprehensive ICT analytical abilities in GPG database. Ensure development of work plans and the establishment of priorities for the Provincial Forensic Audit function. Supervise and monitor the work of investigative teams and of contracted specialists to ensure that outputs meet the required quality standards and are delivered according to schedule. Provide reports periodically in terms of the operational requirements in the department and including to oversight bodies such as Audit Committee. Build relationships with law enforcement bodies and ensure proper reporting of violations or potential violations as appropriate and as required. Build relationship within GPG with all stakeholders and ensure that there is periodic stakeholder engagement and provisioning of support as it relates to forensic investigations undertaken. Conduct regular training to develop investigation capacity within Forensic Investigation unit. Manage the human and financial resource of the Chief Directorate.
ENQUIRES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 32/212 : **CHIEF DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT REF NO: REFS/056329**

SALARY : R1 554 696 – R1 831 350 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Public Administration, Public Management, Public Policy, Corporate Governance, or related field. A postgraduate

qualification (NQF Level 8) in the related field will be an added advantage. 5 years of experience at a senior managerial level. Extensive experience in Secretariat and governance support services, Executive support to the Gauteng Executive Council, Heads of Departments and executive decision-making structures, administrative management and coordination of governance processes. Key Competencies: The successful candidate must demonstrate strategic leadership, governance and secretariat management, stakeholder and intergovernmental relations, policy development, programme coordination, and financial and people management capabilities. Extensive knowledge of the RSA Constitution of 1996, Public Service Act and Regulations, PFMA, PAIA, POPIA, PAJA, National Archives and Records Service Act, and other relevant governance frameworks. A sound understanding of the Gauteng Provincial Government environment, departmental mandates, business processes, strategic priorities, and governance structures is essential. Strong analytical, communication, report-writing, negotiation, decision-making, monitoring and evaluation, and compliance management skills are required.

DUTIES : Provide strategic leadership and oversight of Executive Council governance, administrative and secretariat support services to ensure the effective functioning of the Executive Council, Heads of Department forums and related governance structures. Coordinate and manage the Executive Council Programme, including the planning and administration of Executive Council meetings, Sub- Committees, the Premier's Coordinating Forum, Head of Department Forum, Makgotla and other intergovernmental structures. Oversee the content design preparation, quality assurance, management and distribution of agendas, cabinet submissions, resolutions, minutes and related governance documentation, ensure compliance with legislative, policy and information security requirements. Manage the implementation and continuous improvement of the e-Cabinet system, EXCO records management processes and decision-tracking mechanisms to support accountability and monitoring of Executive Council resolutions. Provide integrated administrative, logistical, protocol and executive support services for high-level governance forums and meetings. Facilitate collaboration and stakeholder engagement across provincial, local and national government spheres to strengthen policy coordination and service delivery. Oversee the monitoring and reporting of the implementation of Executive Council decisions and programmes. Effectively manage financial, human, assets, information and operational resources of the Chief Directorate to promote excellent service delivery.

ENQUIRES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 32/213 : **CHIEF DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/056352**

SALARY : R1 554 696 - R1 831 350.per annum, (all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : An NQF level 7 qualification in Public Administration, Public Management, Social Sciences, Human Resource Management, Development Studies and any related fields. An NQF level 8 qualification in the related fields would be an added advantage. 5 years of experience at a senior managerial level in organisational transformation programmes, employment equity, diversity management, organisational culture change, gender and disability mainstreaming, and broader transformation matters. Key Competencies: Demonstrable strategic capability and leadership, with proven experience in programme and project management, organisational transformation, organisational development, and change management. Strong policy development, analysis and implementation skills, as well as the ability to build and maintain effective stakeholder relationships and manage intergovernmental relations. Sound research, monitoring and evaluation capabilities, coupled with financial management and governance expertise. Exceptional people management and empowerment skills, strong problem-solving and analytical abilities, and excellent communication, report-writing and presentation skills are essential for success in this role.

DUTIES : Provide strategic leadership and oversight for the development, implementation and monitoring of transformation programmes aimed at advancing gender equality, women’s empowerment, youth development, disability inclusion and management, the rights of older persons, the LGBTQIA+ community and military veterans. Drive the mainstreaming of

transformation priorities across Gauteng Provincial Government's provincial plans, policies, programmes, budgets and service delivery initiatives. Lead research, policy development, advocacy and public awareness programmes, including awareness campaigns and commemorative days and month celebrations, to promote social inclusion, human rights and equitable access to opportunities. Foster and strengthen intergovernmental relations, stakeholder collaboration and strategic partnerships to advance provincial transformation objectives. Oversee the institutionalisation of systems, frameworks and governance mechanisms that support transformation and inclusion, and ensure the effective implementation, monitoring and evaluation of provincial priorities, including the Provincial Gender-Based Violence Action Plan and other initiatives supporting vulnerable and designated groups. Manage the human, financial and operational resources of the Chief Directorate to ensure effective governance, compliance, performance management and the achievement of strategic objectives.

ENQUIRES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 32/214 : **DIRECTOR: LEADER OF GOVERNMENT BUSINESS AND GOVERNANCE & PLANNING REF NO: REFS/056331**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Social Sciences. An Honours Degree in Social Sciences or LLB Degree would be an added advantage. 5 years of experience at a middle/senior managerial level. Extensive experience in Governance and administration. Strategic planning and performance management. Government coordination and stakeholder relations. Policy development and implementation. Monitoring and evaluation. Executive support and parliamentary/legislative liaison processes. Key Competencies: Strategic leadership and management; governance and compliance management; strategic planning, monitoring and performance management; policy analysis and development; stakeholder and intergovernmental relations management; project and programme management; financial and resource management; excellent communication and report-writing skills; problem-solving and decision-making; and people management and empowerment.
DUTIES : Provide strategic and technical support to the Leader of Government Business (LGB) in coordinating government business in the Gauteng Provincial Legislature and Gauteng Provincial Government (GPG). Provide support to National Council of Provinces (NCOP). Advise the Executive Council and LGB on legislative, governance, policy, and parliamentary matters. Coordinate, monitor, and manage the implications of Legislature questions, resolutions, petitions to the GPG, ensuring effective feedback and accountability mechanisms. Conduct policy analysis and research on Executive Council memoranda and provide strategic advice on matters tabled before Executive Council. Synthesize and track Executive Council decisions and resolutions, for the Governance and Planning sub-committee on Executive Council -related matters through policy guidance, environmental scanning, and coordination of strategic interventions. Manage the development, implementation, monitoring, and reporting of the Governance and Planning sub-committee Programme. Facilitate collaboration among departments and ensure alignment with provincial priorities, government policies, and Executive Council decisions. Track action plans and monitor the implementation of Executive Council programmes and decisions across departments. Lead and manage the Directorate, including human resources, financial resources, performance management, and achievement of operational targets.
ENQUIRES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 32/215 : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: REFS/056330**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF Level 7 qualification in International Relations, Political Science, Public Administration/ Management, Development Studies, Law, Economics or related field. A post graduate Degree in the related fields would be an added advantage. 5 years of experience at a middle/senior managerial level. Extensive experience in international relations and para-diplomacy, Intergovernmental and stakeholder relations, Strategic planning and policy

development. Programme and project management. Managing international partnerships, protocols, and cooperation agreements. Engagement with government departments, diplomatic missions, and international organisations. Key Competencies: The incumbent should demonstrate strategic leadership and directorate management capabilities, including the ability to conceptualise, develop and implement international relations strategies, manage programmes and projects, lead and empower provincial departments in the international relations field, and ensure effective financial and resource management. Strong stakeholder management, diplomacy communication, and negotiation skills to build and maintain partnerships with government institutions, diplomatic missions, and international organizations. Ability to undertake policy development and analysis, provide strategic advice, conduct research, manage change, and make sound decisions based on evidence and analysis. Excellent communication, problem-solving, and knowledge management skills are essential to support effective coordination, reporting, and the achievement of organisational and government priorities.

DUTIES : Conceptualise, Develop, implement and monitor the Gauteng Provincial Government (GPG) 5-Year International Relations Framework and Strategy. Coordinate and oversee the implementation of the annual International Relations Programme and monitor progress against strategic objectives. Conduct research, policy analysis and provide strategic advice on regional, continental and global issues to support provincial priorities and the Medium-Term Development Plan. Monitor and evaluate the effectiveness of international relations initiatives, partnerships and bilateral engagements, ensuring implementation of agreed commitments and reporting on outcomes. Coordinate and facilitate international relations engagements, agreements and cooperation programmes in collaboration with the Department of International Relations and Cooperation (DIRCO) and GPG departments. Promote and integrate diplomatic principles, including commercial, public, cultural and bilateral diplomacy, across government engagements and programmes. Lead intergovernmental and stakeholder coordination on international relations matters and provide strategic support to decision-making structures. Manage the financial, human and operational resources of the Directorate, including budgeting, performance management, governance and compliance responsibilities.

ENQUIRES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 32/216 : **DIRECTOR: ORGANISATIONAL RISK AND INTEGRITY MANAGEMENT REF NO: REFS/056360**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Risk Management, Auditing, or Accounting, Forensic Governance, and Forensic Accounting. 5 years of experience at a middle/senior managerial level in Risk Management, auditing, accounting, Internal control, internal audit, anti-corruption, compliance, and Forensic Accounting. Good verbal and written communication skills. Key Competencies: Strategic capability and leadership; programme and project management; advanced knowledge of enterprise risk management, integrity management, ethics, fraud prevention and anti-corruption frameworks; policy development, analysis and implementation; governance, compliance and internal control systems; monitoring and evaluation; research and analytical skills; financial management; people management and empowerment; stakeholder engagement and relationship management; and problem-solving skills. Sound knowledge of the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Act, Risk Management Frameworks and other relevant legislation. Excellent communication, report-writing, presentation, decision-making and strategic planning skills. Understanding of Gauteng Office of the Premier's mandate.

DUTIES : Manage and facilitate the provision of internal control and compliance management including ensuring that the department receives clean audit outcomes. Manage and facilitate the development of anti- corruption, risk, and business Continuity Management and Integrity Management policies, strategies, and frameworks. Manage and facilitate the development and implementation of anti- corruption, risk management, and ethics management plans. Manage and facilitate the institutionalisation of prevention and anti-

corruption strategies and programs, and promotion of ethics and professionalisation in the organization. Report on risk, anti-corruption, ethics management, and business continuity management practices to the Audit Committee, Top Management, Accounting Officer, Risk Management, and the combined Assurance Committee, and provide support to RMC. Oversee the implementation of AGSA and GAS audit action process in the department. Monitor compliance with policies, processes, and procedures. Manage and facilitate continuous risk, ethics assessment, business impact analysis, including risk identification and develop risk response strategies. Provide Ethics Management Strategy and Implementation Plan in line with the provincial and national Integrity Management Plans. Manage the disclosure of financial interest by designated employees and applications for remuneration outside of the employee's employment. Conceptualize and oversee the development of Risk and ethics Management strategies and implementation. Ensure submission of audit reports, risk information, and compliance updates to the Committees. Provide administrative, technical, and governance support services to the Risk Management and Audit Committee. Manage the Directorate's budget in compliance with the PFMA and ensure efficient resource utilisation. Oversee governance, risk management and internal controls within the department. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/217 : **DIRECTOR: KNOWLEDGE AND DATA ANALYTICS REF NO: REFS/056327**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Knowledge Management, Data Science or Information Technology. 5 years of experience at a middle/senior managerial level in Performance Monitoring, Evaluation and Data Systems environment. A Strong strategic capability and leadership skills. Excellent knowledge of Monitoring and Evaluation systems, Strategic planning and reporting, Performance information management, Data analysis and interpretation, Research and impact assessment, development and management of databases, policy analysis Government planning frameworks and compliance Reporting. Key Competencies: Advanced knowledge of data governance, data quality management, database administration, performance information systems, data analysis, and reporting. Ability to collect, verify, analyse, interpret, and present data to support evidence-based decision-making, strategic planning, and performance monitoring. Sound understanding of knowledge management principles, including the creation, capture, storage, sharing, and utilisation of organisational knowledge, lessons learnt, and best practices to promote institutional learning, innovation, and continuous improvement. Ability to develop and maintain systems that ensure information accessibility, data integrity, compliance, and informed decision-making across the organisation.
DUTIES : Manage and coordinate systems and interventions to professionalise, institutionalise and enhance provincial Performance Management and Evaluation (PME) capabilities Knowledge Management. Conduct environmental analysis for Knowledge Management Implementation. Establish knowledge management framework. Develop Knowledge Management strategy, policies, assessment procedures, implementation plan and roadmap. Analyse and monitor data and information in the PME systems - Data Management & Business Intelligence. Developing and maintaining databases, and data systems, reorganising data in a readable format to support evidence-based decision making in Gauteng Provincial Government (GPG). Perform statistical data analysis, developing reports and visual representations to assess the quality of data. Provide strategic support for the development and implementation of ICT standards, policies, systems, and protocols that enhance performance monitoring, evaluation, data management, and reporting. Oversee the automation of key processes within the performance monitoring and evaluation functions. Provide technical expertise in data storage structures, data mining, and data cleansing. Implement policies related to dissemination and utilisation of data stored in the performance monitoring and evaluations systems. Coordinate and liaise with relevant stakeholders to support fulfilment of the roles of the branch at large.

Manage the implementation and utilisation of PME systems Knowledge Centre. Subscribe and manage subscriptions of GPG. Develop a knowledge Centre accessible to all GPG officials. Manage articles produced by GPG employees for publishing to journals. Manage and coordinate automation of PME systems. Manage the Directorate's human and financial resources.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/218 : **DIRECTOR: SECURITY MANAGEMENT SERVICES & WORK ENVIRONMENT MANAGEMENT REF NO: REFS/056332**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Security Management / Risk and Safety Management or related field. 5 years of experience at a middle/senior managerial level in the field of Physical Security, Administration, Technical Support, Minimum Information Security Standards (MISS), Communication and Security Investigations. Good Project, Financial and Human Resources Management skills. Planning and organising skills, Change Management. Excellent co-ordination, communication, networking, negotiation, presentation and multi-tasking skills. Key Competencies: Demonstrable strategic leadership in security, risk, and workplace environment management, strong governance, policy implementation, and compliance monitoring capabilities. Effective stakeholder engagement; project and change management expertise, strong analytical, problem-solving, communication, and report-writing skills; and comprehensive knowledge of relevant public sector legislation, the Occupational Health and Safety Act, Minimum Information Security Standards (MISS), security prescripts, and related compliance frameworks. Ability to work under pressure and willingness to work long hours.

DUTIES : Provide strategic Information Security guidance to the Office of the Premier (OOP). Ensure compliance to Information security measures on Personnel, document and communication security. Co-ordinate and implement security awareness, appraisals and audits. Facilitate and implement Technical Surveillance Counter Measures to the Office of the Premier's Executive Members and identified personnel. Manage comprehensive security administrative support. Develop and implement security administration systems. Manage Occupational Health and Safety in line with national policies. Manage and coordinate internal vetting process. Manage contingency, Business Disaster and Recovery plans in response to emergencies. Evaluate, advise, monitor and facilitate the implementation of technical security measures and counter measures. Conduct investigations, research, development, management, monitoring and evaluation of IDT security solutions. Co-ordinate needs assessments and the procurement of technical security assets. Manage risk and threat management system for Office of the Premier. Manage and monitor adherence and compliance to physical security policy, measure and standards. Render physical security services in line with the Minimum Physical Security Standards (MPSS), MISS, and other legal prescripts. Conduct risk profiling to identified personnel and the Executives and provide strategic interventions. Ensure safety at internal events in compliance to SASREA Act. Develop, implement and monitor policies, procedures and compliance to the Firearms Control Act and Procedures for OOP. Manage the development of inputs to the directorate budget, demand plan and procurement of services and ensure adherence to the relevant legislation. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/219 : **DIRECTOR: CORPORATE COMMUNICATION SERVICES REF NO: REFS/056328**

SALARY : R1 317 384 - R1 551 807.per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF Level 7 qualification in Communication, Public Relations, Marketing, Media Studies, Digital Communication, Visual Communication, Fine Arts or a related field. An NQF Level 8 qualification in the related fields will be an added advantage. 5 years of experience at a middle/senior managerial level, with proven managerial capability. Proven experience in leading integrated communication, digital, visual and multimedia communication services,

including video, photography, graphic design and website/content management; managing multidisciplinary teams; and delivering high-impact campaigns in a complex environment. Key Competencies: The successful candidate must demonstrate strategic leadership; advanced communication, writing, editing, content development and technical capabilities; strong project, financial, performance and people management skills; and sound knowledge of integrated communication, media, marketing, digital communication and audience engagement practices. Knowledge of website governance, content management systems and SEO principles is essential. The candidate must also demonstrate excellent stakeholder management, negotiation and partnership-building skills; strong analytical, research, problem-solving and decision-making abilities; and the ability to communicate effectively with diverse stakeholders and segmented target audiences. Innovation, creativity, professionalism, integrity, service excellence and a results-driven approach are essential.

DUTIES : Lead the development and implementation of integrated communication strategies, campaigns and programmes that support provincial priorities and service delivery objectives. Direct media buying, advertising and audience engagement initiatives to maximise communication reach, visibility and impact across multiple platforms. Oversee the governance, performance and continuous improvement of the Gauteng Provincial Government website, including content management, user experience, SEO, accessibility and development of sub-sites. Manage the production and distribution of high-quality print and digital publications, ensuring compliance with editorial, language, publishing and corporate identity standards. Provide strategic leadership for professional photography, videography and multimedia services that support the Executive Council, marketing, communication and public awareness initiatives. Drive internal communication strategies and programmes that strengthen employee engagement, organisational culture and awareness of government priorities. Develop and implement communication policies, governance frameworks, systems and standard operating procedures to improve efficiency, effectiveness, quality and consistency. Foster strategic partnerships with internal and external stakeholders, including executive leadership, communicators, media partners, agencies and service providers. Manage the Directorate's financial, human and operational resources in accordance with the PFMA, Public Service Regulations and other applicable frameworks.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/220 : **DIRECTOR: BRANDING AND MARKETING REF NO: REFS/056347**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : An NQF level 7 qualification in Marketing / Branding / Graphic Design / Fine Arts / Communication / Public Relations. An NQF Level 8 qualification in the above discipline will be an added advantage. 5 years of experience at a middle/senior managerial level in branding and marketing/research- based brand strategy. Excellent verbal and written communication skills; interpersonal skills; ability to communicate effectively with the appropriate target audience; analytical and problem-solving skills; and strong leadership and people management skills. Key Competencies: Strategic capability and leadership; project and financial management, branding and corporate identity management, creative concept development; brand development, marketing strategy development and implementation, media and public relations management, stakeholder engagement and partnership management, digital marketing and communication, research, monitoring and evaluation, strong analytical, problem-solving, communication, presentation, negotiation and influencing skills. Demonstrable sound knowledge of branding, marketing and reputation management. Ability to lead teams, manage multiple projects, work under pressure, drive innovation, and build effective relationships with diverse stakeholders is essential. Demonstrable sound knowledge of strategic brand management, place branding, reputation management, brand governance, market positioning, audience insights and integrated marketing strategies.

DUTIES : Manage the development, implementation and monitoring of branding and marketing strategies that position the Gauteng Provincial Government (GPG) and Brand Gauteng. Provide strategic branding and marketing advisory services to provincial departments, entities and stakeholders to ensure a

coherent, integrated approach to branding and positioning across government. Lead and manage the development and implementation of creative strategies for key campaigns for Gauteng Provincial Government programmes and Brand Gauteng. Provide strategic oversight of copywriting and messaging to promote programmes, services and priorities that enhance public awareness and access to services. Develop and implement campaigns to profile services, the programme of action, and the work of the Gauteng Provincial Government and Brand Gauteng. Provide leadership on developing brands and corporate identity. Manage and protect provincial brand assets, including logos, taglines, visual identity systems, and brand architecture for GPG and Brand Gauteng. Drive compliance with the Gauteng Provincial Government corporate identity manual and applicable branding frameworks by monitoring, evaluating, and supporting departments and entities. Manage the co-ordination of marketing Gauteng as a preferred destination for investment, tourism, sport, major events, and the creative industries. Facilitate stakeholder engagement, partnerships, and collaborative initiatives to promote Gauteng and enhance the province's reputation and visibility locally, nationally, and internationally. Monitor and evaluate branding and marketing programs, conduct research, analyse data, and provide insights and recommendations to the executive. Develop, implement and review policies, frameworks, standards, and systems to promote the Gauteng Provincial Government and Brand Gauteng. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/221 : **DIRECTOR: TRANSVERSAL EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: REFS/050366**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Social Work, Psychology, Industrial Psychology, Occupational Health and Safety or Behavioural Sciences or Medical/Health related field. 5 years of experience at a middle/senior managerial level in Employee Health and Wellness, Occupational Health and Safety, or a related environment. Key Competencies: Strategic leadership in Employee Health and Wellness, extensive knowledge of EHWP Strategic Frameworks and standards relating to Occupational Health and Productivity Management, Psychosocial Support and HIV,TB and STI health promotion strategies; policy development and governance; monitoring, evaluation and reporting; stakeholder and intergovernmental relations; research and analytical skills; programme and project management; financial and people management; knowledge management; service delivery innovation; problem-solving; and strong verbal and written communication skills. Ability to drive a coordinated, transversal Employee Health and Wellness Programme across the Gauteng Provincial Government.
DUTIES : Manage and lead Employee Health and Wellness Programme Strategy in the Gauteng Provincial Government (GPG). Align provincial programmes with national policies issued by the Department of Public Service and Administration (DPSA). Provide strategic direction on employee wellness occupational health and psychosocial support. Drive innovation and best practices in the workplace across provincial GPG departments. Integrate EHW priorities into broader provincial transformation and human capital strategies. Manage EHWP Service providers and contracts. Oversee the performance of the contracted service providers against the SLA's. Review service delivery and address gaps. Manage Wellness programmes by overseeing the initiatives such as Employee Assistance Programmes (HIV, TB, and STI Management, Health promotion, Mental Health Support, Substance Abuse Management, Financial Wellness and Occupational Health and Safety. Provide guidance on ethical and confidential management of employee wellness matters. Identify and mitigate risks impacting employee wellbeing and productivity. Monitor the implementation of wellness interventions. Facilitate collaboration with health and wellness institutions. Build and foster internal and external stakeholder partnerships with medical aid providers, academic institutions and wellness organisations. Represent the Programme at national and provincial forums. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.
ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/222 : **DIRECTOR: STRATEGIC HR PLANNING AND REPORTING REF NO: REFS/050364**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Human Resource Management, Human Resource Development, Industrial Psychology, Public Administration. 5 years of experience at a middle/senior managerial level in Human Resource Management environment. Extensive Knowledge and understanding of the Public Service Act., Public Service Regulations, relevant DPSA Prescripts and all the related legislation. Key Competencies: Proven strategic leadership and management capability, people management and empowerment, programme and project management, financial management, and change management. Demonstrable expertise in strategic human resource planning, workforce analytics, HR reporting, succession planning, monitoring and evaluation, and knowledge management. Strong analytical, problem-solving, stakeholder management, communication, governance, and policy development skills are essential to coordinate transversal HR planning initiatives across the Gauteng Provincial Government, provide evidence-based advice to executive management, ensure compliance with public service prescripts, and drive workforce optimisation and organisational performance improvement.
DUTIES : Manage the development, review and communication of provincial and transversal Human Resource (HR) policies, strategies, frameworks and guidelines to ensure alignment with national and provincial prescripts. Oversee the monitoring and evaluation of compliance with HR policies, frameworks, strategies and procedures across Gauteng Provincial Government (GPG) departments, and provide strategic advice and interventions where gaps are identified. Manage the provision of strategic Human Resource Planning and Reporting services by assessing departmental HR Plans in line with DPSA requirements, providing feedback to departments, monitoring implementation, consolidating reports and coordinating submissions to the DPSA. Oversee the management of Human Resource Management Information Systems (HRMIS) and the analysis of workforce information, including vacancy rates, turnover rates, headcounts, employment equity, demographic trends and other HR indicators, to support evidence-based decision-making. Develop and coordinate HR interventions based on workforce analytics and provide strategic guidance and recommendations to Executives and departments on HR planning, workforce trends and human capital management matters. Provide strategic advice and support to departments on Human Resource Administration, Human Resource Development and Performance Management and Development Systems (PMDS) for employees at SMS and Levels 1–12. Monitor compliance with HR legislative and regulatory prescripts and provide consolidated quarterly and annual reports on HR management practices across the GPG. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.
ENQUIRES : sMs Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/223 : **DIRECTOR: GPG PUBLIC LIAISON HOTLINE REF NO: REFS/056359**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Public Administration, Management, Social Sciences, Customer Relations Management, Communications, or related field. A postgraduate qualification in the related fields will be an added advantage. 5 years of experience at a middle/senior managerial level in customer service, complaints management, call centre operations, stakeholder engagement, public participation, case management systems, data analytics, intergovernmental relations or service delivery management. Key Competencies: Demonstrable strategic leadership and management capabilities, with sound knowledge of customer relationship management, public liaison services, complaints and query management, service delivery improvement, stakeholder engagement, and public service governance. Strong intergovernmental relations skills, with the ability to coordinate and collaborate across government spheres and stakeholders to enhance service delivery and citizen satisfaction. Strong analytical, communication, negotiation, problem-solving, project management, people management, financial

management, and report-writing skills are essential, together with a commitment to Batho Pele principles, accountability, innovation, and service excellence.

DUTIES : Provide strategic leadership in the development and implementation of the Provincial Customer Interface and Public Liaison Hotline Strategy, including the establishment of governance frameworks, policies, Standard Operating Procedures (SOPs), service standards and citizen engagement programmes in line with Batho Pele principles, POPIA, Public Service Act. and related prescripts. Manage the day-to-day operations of the Hotline and customer contact channels, ensuring the effective logging, referral, tracking and resolution of citizen enquiries and complaints. Drive service excellence through quality assurance, customer experience improvement initiatives, and the promotion of a citizen-centred service culture across the Gauteng Province. Manage stakeholder, intergovernmental and interdepartmental relations to facilitate coordinated responses to service delivery issues. Negotiate and manage service standards, Service Level Agreements (SLAs) and Memoranda of Understanding (MOUs), and represent the Office of the Premier in relevant intergovernmental and service delivery forums. Monitor compliance with service standards and turnaround times, analyse citizen feedback and service delivery trends, and provide strategic reports and recommendations to executive management. Provide evidence-based reports and strategic advice to Executive Management, EXCO, MECs and other governance structures, while ensuring data integrity, reporting accuracy, audit readiness and compliance with applicable information management and governance requirements. Oversee the management of external service providers supporting the Hotline, ensure data integrity and reporting compliance. Identify and mitigate operational and service delivery risks, strengthen internal controls, drive innovation and continuous improvement to enhance government responsiveness and citizen satisfaction. Manage the human, financial and other resources of the Directorate to ensure the effective and efficient delivery of services.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/224 : **DIRECTOR: ETHICS AND ANTI-CORRUPTION REF NO: REFS/056364**

SALARY : R1 317 384 - R1 551 807 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Public Administration and Business Management. Certified Ethics Officer and Fraud Examiners qualifications will be an added advantage. 5 years of experience at a middle/senior managerial level in anti-corruption and ethics and anticorruption environment. Understanding of the international instruments and SADC agreements. Competencies: Strategic capability and leadership; programme and project management; ethics, integrity and anti-corruption management; governance, risk and compliance management; policy development, analysis and implementation; investigation oversight and fraud prevention; stakeholder engagement, financial and resource management; people management and empowerment; change management; problem-solving and decision-making. Sound knowledge of the public sector legislative and regulatory framework, including the Public Service Act, Public Service Regulations, PFMA, PRECCA, Protected Disclosures Act, National Anti-Corruption Strategy and Public Service Integrity Management Framework. Strong analytical, communication, report-writing, presentation, negotiation and interpersonal skills, as well as an understanding of the Gauteng Provincial Government business environment.

DUTIES : Manage the implementation of ethics and anti-corruption policies, strategies and frameworks within the Gauteng City Region (GCR). Interact with GCR Institutions regarding the implementation of the ethics and anti-corruption policies, strategies and frameworks. Develop guidelines and manuals to support the development of departmental Ethics policies. Create awareness of the GCR fraud and corruption strategies to stakeholders. Manage the monitoring and evaluation of processes aimed at reducing fraud and corruption cases within GCR. Manage the reports from the Gauteng Ethics Hotline, internal forensic investigations and external forensic investigations by the other government institutions (Special Investigation Unit, Public Protector, Public Service Commission, Auditor General and National Prosecuting Ethics Advisory Council and the Executive Council) on progress made in fighting fraud and anti-corruption and promoting integrity. Manage, implement and evaluate

comprehensive ethics and anti-corruption capacity-building programmes. Project management of ethics and anti-corruption forums. Conduct research on best practices to fight corruption and promote integrity. Manage the Directorate's human, financial and other resources to ensure the effective and efficient delivery of services.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

OTHER POSTS

POST 32/225 : **STATE LAW ADVISOR GR 1 (LP-7) REF NO: REFS/056365**

SALARY : R970 221 – R1 045 197 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor of Laws (LLB) degree or equivalent NQF level 7 qualification in law. Admittance as an Attorney or Advocate. At least 5 years appropriate post qualification litigation/ advisory experience. Competencies: Advanced legal research, analytical and interpretation skills; ability to develop sound legal arguments and provide practical legal solutions; strong drafting skills for legal opinions, pleadings, reports and other legal documents; expertise in dispute resolution, including arbitration, mediation and conciliation; sound judgement and decision-making skills; ability to assess legal risks and recommend appropriate interventions; interviewing, investigation and fact-finding skills; excellent problem-solving and analytical capabilities; strong verbal and written communication skills; negotiation, stakeholder engagement and conflict management skills; ability to apply legal principles to complex matters and deliver legally defensible outcomes; and a high level of professional integrity, objectivity and adherence to ethical standards.

DUTIES : Provide professional legal advice and opinions on constitutional, administrative, labour, commercial and public law matters. Furnish legal opinions to Gauteng Provincial Departments on the interpretation, application and possible conflict of laws. Manage and coordinate litigation involving the Office of the Premier, including liaison with the Office of the State Attorney and other relevant stakeholders. Assist with the implementation, coordination and monitoring of the Provincial Litigation Management Framework to safeguard the interests of the Province. Conduct legal research and advise management on legislative developments, case law and associated legal risks. Draft, review and vet agreements, contracts and other legal instruments. Assist with the drafting, certification, interpretation and final editing of legislation and subordinate legislation, including the preparation and processing of Bills. Represent the Office of the Premier in legal, intergovernmental and stakeholder forums and promote legal compliance, good governance and sound decision-making across GPG Departments. Contribute to the Directorate's performance.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 32/226 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/050361**

SALARY : R338 106 – R398 277 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, coupled with a Secretarial Diploma or equivalent qualification in Office Administration, and a minimum of three to five (3–5) years' experience in providing administrative and secretarial support to a senior manager. Excellent written and verbal communication skills. Sound computer literacy, professional telephone etiquette, strong interpersonal and relationship management skills, as well as planning, organising, analytical thinking, problem-solving and document analysis capabilities.

DUTIES : Provide professional secretarial, administrative and office support services to the senior manager; manage diaries, appointments, correspondence and telephone enquiries; coordinate the routing, tracking and follow-up of documents to relevant stakeholders. Coordinate meetings, prepare agendas, compile supporting documentation and record minutes; draft reports, submissions and other documents as required; collate, consolidate and coordinate reports of the Chief Directorate to support management reporting. Maintain filing and records management systems; coordinate travel and logistical arrangements; facilitate the effective flow of information and communication between the office of the senior manager, the Chief Directorate and stakeholders. Provide budget administration support by coordinating

budget-related documentation, monitoring expenditure, maintaining expenditure records, assisting with procurement processes and budget reporting. Alert management to potential over- or under-expenditure. Manage office resources and administrative registers for leave; and ensure compliance with relevant legislation, policies, and procedures.

ENQUIRIES : Ms Phelisa Khuzwayo Tel No: (011) 355 6730

POST 32/227 : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: REFS/050365**

SALARY : R338 106 – R398 277 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, coupled with a Secretarial Diploma or equivalent qualification in Office Administration, and a minimum of three to five (3–5) years' experience in providing administrative and secretarial support to a senior manager. Excellent written and verbal communication skills. Sound computer literacy, professional telephone etiquette, strong interpersonal and relationship management skills, as well as planning, organising, analytical thinking, problem-solving and document analysis capabilities.

DUTIES : Provide professional secretarial, administrative and office support services to the senior manager; manage diaries, appointments, correspondence and telephone enquiries; coordinate the routing, tracking and follow-up of documents to relevant stakeholders. Coordinate meetings, prepare agendas, compile supporting documentation and record minutes; draft reports, submissions and other documents as required; collate, consolidate and coordinate reports of the Chief Directorate to support management reporting. Maintain filing and records management systems; coordinate travel and logistical arrangements; facilitate the effective flow of information and communication between the office of the senior manager, the Chief Directorate and stakeholders. Provide budget administration support by coordinating budget-related documentation, monitoring expenditure, maintaining expenditure records, assisting with procurement processes and budget reporting. Alert management to potential over- or under-expenditure. Manage office resources and administrative registers for leave; and ensure compliance with relevant legislation, policies, and procedures.

ENQUIRIES : Ms Phelisa Khuzwayo Tel No: (011) 355 6730

POST 32/228 : **LEGAL ADMINISTRATION OFFICER GR 3: MR-3 REF NO: REFS/050360**

SALARY : R337 563 – R385 965 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS Grade 12 plus a Bachelor of Laws (LLB) degree or equivalent (as recognised by SAQA). At least 2 years' appropriate post qualification legal experience. Key Competencies: Good legal research, analytical and legal advisory skills, with proven ability to interpret legislation, draft legal documents and provide sound legal opinions. The candidate should possess strong communication, negotiation, stakeholder management and problem-solving and report writing skills, as well as the ability to manage litigation, contracts and complex legal matters within a government environment. Demonstrable professionalism, integrity and the ability to work independently under pressure are essential.

DUTIES : Provide comprehensive legal advisory services to the Office of the Premier and Provincial Departments by conducting legal research, analysing legislation and case law, and formulating legal opinions and recommendations. Consult with clients to determine objectives, provide advice on legal rights and available courses of action, and ensure that all consultations and advice are accurately documented. Draft and review legal opinions, contracts, service level agreements, submissions, correspondence and other legal documents to support organisational objectives and ensure legal compliance. Manage, coordinate and monitor litigation matters, including liaising with relevant stakeholders and legal representatives. Coordinate and oversee compliance with the Promotion of Access to Information Act (PAIA) and the Protection of Personal Information Act (POPIA), while maintaining accurate records and ensuring effective case management.

ENQUIRES : Ms Phelisa Khuzwayo Tel No: (011) 355 6730

ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department

UGU DISTRICT: Kindly note that the following post was advertised in Public Service Vacancy Circular 30 dated 21 August 2026, Senior Manager: Medical Services: (Ugu District) with Ref No: PSH 05/2026, The minimum educational requirements for the post have been amended; a minimum of three (3) years have been amended to a minimum of six (6) years after registration with HPCSA as a Medical Practitioner. The closing date has been extended to 18 September 2026. Applicants who have already applied must not re-apply.
ILEMBE DISTRICT: Kindly note that the following post was advertised in Public Service Vacancy Circular 28 dated 07 August 2026, Food Service Supervisor: GJG Mpanza Regional Hospital: (Ilembe District) with Ref No: GJGM 04/2026, the post has been withdrawn

OTHER POSTS

POST 32/229 : **MANAGER PHARMACEUTICAL SERVICES REF NO: UMG/2026/15 (X1 POST)**
Component: Pharmaceutical

SALARY : R1 375 245 per annum, (all-inclusive package)
CENTRE : Umgungundlovu Health District Office
REQUIREMENTS : Grade 12 / Matric or equivalent. Bachelor's degree in pharmacy or equivalent qualification. Minimum of 9 years' appropriate experience after registration as a Pharmacist with the SAPC, of which three (3) years must be managerial experience in pharmaceutical environment. Current Registration with the SAPC as a Pharmacist. Knowledge, Skills, Training And Competence Required: Knowledge, Skills, Competencies Required: Strategic capability and Leadership. Knowledge Management. Problem Solving and Analysis. People Management and Empowerment. Communication. Programme and Project Management. Financial Management. Computer Literacy.
DUTIES : Co-ordinate, supervise, monitoring and evaluation of the District Pharmaceutical Services emphasizing on Primary Health Care approach. Drafting and/or translation of strategic operational plan and facilitation of implementation of such a plan. Ensuring that requirements of the various applicable Acts, policies, Procedures and the principles of Batho Pele are adhered to in the pharmaceutical services. Ensure compliance with the SAPC prescripts and maintaining the Grading of all pharmacies in the district. Identification of the training needs coordination and implementation of the training programmes for personnel involved in provision of pharmaceutical services. Improve and maintain medicine availability above 90%. Ensure that PFMA prescripts are adhered to in the pharmaceutical services within the Umgungundlovu district. Provide ongoing coaching and support to all facilities to ensure that all pharmacy personnel remain motivated to work under pressure. Ensure compliance with Ideal hospital and clinic in the district. Development and facilitation of quality improvement projects for hospitals and clinics in the district to improve the quality of pharmaceutical service rendered. Development and maintenance of district medicine supply system to ensure adequate and reliable supply of medicines to all facilities to reduce the rate of stock outs in the district. Ensure continuous and functional Pharmaceutical Therapeutics committee (PTC) and antimicrobial stewardship committee (AMS) in both the district and facility level. Monitoring budget and expenditure for all facilities. Establish and maintenance of the relationships with communities, other districts, NGO and the private sector. Represent pharmaceutical services in various committees in the district. Preparation of reports in all aspects of the pharmaceutical service.
ENQUIRIES : Mrs SW Mbambo Tel No: (039) 897 1000
APPLICATIONS : To be hand delivered to 171 Hoosen Haffejee Street, Pietermaritzburg, 3200 or through the online e-Recruitment system at www.kznonline.gov.za/kznjobs
Emailed To: N/A Couriered To: Human Resource Management Services, uMgungundlovu Health District Office,171 Hoosen Haffejee Street, Pietermaritzburg, 3200.

FOR ATTENTION : Human Resource: Practices

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity at all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 25 September 2026

POST 32/230 : **MANAGER NURSING REF NO: UMG/2026/13 (X1 POST)**
Component: District Clinical Specialist Team: Advanced Midwife

SALARY : R1 201 302 per annum, (all-inclusive package)

CENTRE : Umgungundlovu Health District Office

REQUIREMENTS : Basic R425 qualifications (i.e. diploma or degree or in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. PLUS, post-basic Nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant specialty. Plus, Current registration with the South African Nursing Council (SANC). Plus, minimum of 10 (ten) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 (six) years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post basic qualification in the relevant specialty. At least 4 (four) years of the period referred to above must be appropriate/recognisable experience at management level. Please Note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline. Knowledge, Skills, Training And Competence Required: Knowledge, Skills, Competencies Required: Knowledge in own discipline – Maternal, Women's and neonatal care: Including best quality antenatal care, peripartum care, postnatal care, neonatal care and women's health. Relevant legislation, regulations and policies. Programme planning, implementation and evaluation. Information management. Quality assurance and improvement programmes. Skills in own discipline – Maternal, Women's and neonatal care: Including best quality antenatal care, peripartum care, postnatal care, neonatal care and women's health. Leadership. Good communication. Problem solving. Computer literacy. Be able to work positively as part of DCST and other district teams. Stress tolerance. Self-confidence. Objective. Empathic.

DUTIES : Represent own discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for women, pregnant mothers and new-borns at all levels within a health district. Work closely with other members of the DCST. Promote equitable access to an appropriate level of care for all women, pregnant mothers and new-borns throughout the district.

Maintain personal competency in own clinical discipline. Support PHC fixed and mobile clinics, community health centres and hospitals with all aspects of service delivery related to own discipline. Support and meet with Subdistrict Midwife Mentors. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of nursing and allied health professionals and community workers under their supervision. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Prepare for and co-chair the Quarterly District Perinatal and Child Health Meetings. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Assist, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings, especially Facility and District Perinatal and Child Health meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews). Assist, support and participate in clinical audits and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and Ward-based Primary Health Care teams. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district involved in the delivery of maternal and neonatal care, especially the District Maternal and Child Health Manager/s. Enable engagement with the local community and relevant non-governmental organisations (E.g. Unjani Clinics), promoting adherence to district clinical and public health guidelines as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district. Co-ordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Mrs SW Mbambo Tel No: (039) 897 1000

APPLICATIONS : To be hand delivered to 171 Hoosen Haffejee Street, Pietermaritzburg, 3200 or through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Emailed To: N/A Couriered To: Human Resource Management Services, uMgungundlovu Health District Office,171 Hoosen Haffejee Street, Pietermaritzburg, 3200

FOR ATTENTION : Human Resource: Practices

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3

months of the closing date of the advertisement, please consider your application to be unsuccessful. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity at all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 25 September 2026

POST 32/231 : **MANAGER NURSING REF NO: UMG/2026/14 (X1 POST)**
Component: District Clinical Specialist Team: Advanced Paediatric Nurse

SALARY : R1 201 302 per annum, (all-inclusive package)
CENTRE : Umgungundlovu Health District Office
REQUIREMENTS : Basic R425 qualifications (i.e. diploma or degree or in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. PLUS, post-basic Nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant specialty. Plus, Current registration with the South African Nursing Council (SANC). Plus, minimum of 10 (ten) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 (six) years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post basic qualification in the relevant specialty. At least 4 (four) years of the period referred to above must be appropriate/recognisable experience at management level. Please Note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline. Knowledge, Skills, Training And Competence Required: Knowledge, Skills, Competencies Required: Knowledge in own discipline – Best quality Child Health, Paediatrics and Adolescent Health. Relevant legislation, regulations and policies. Programme planning, implementation and evaluation. Information management. Quality assurance and improvement programmes. Skills in own discipline, best quality Child Health, Paediatrics and Adolescent Health. Leadership. Good communication. Problem solving. Computer literacy. Be able to work positively as part of DCST and other district teams. Stress tolerance. Self-confidence. Objective. Empathic.

DUTIES : Represent own discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for children and adolescents at all levels within a health district. Work closely with other members of the DCST. Promote equitable access to an appropriate level of care for all children, their caregivers and adolescents throughout the district. Maintain personal competency in own clinical discipline. Support PHC fixed and mobile clinics, community health centres and hospitals with all aspects of service delivery related to own discipline. Support Subdistrict Midwife Mentors with regards to child health. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of nursing and allied health professionals and community workers under their supervision. Be fully involved in Follow-up and Supervision of nurse clinicians trained in IMCI. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Prepare for and co-chair the Quarterly District Perinatal and Child Health Meetings. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Assist, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings – especially Facility and District Perinatal and Child Health meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews). Assist, support and participate in clinical audits and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and Ward-based Primary Health Care teams. E.g. EPoC (Essential Package of Care) for Neonates, Paediatrics and Child Health. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and

health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Child Health - especially the District Maternal and Child Health Manager/s. Enable engagement with the local community and relevant non-Governmental organisations, promoting adherence to district clinical and public health guidelines as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district. Co-ordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Mrs SW Mbambo Tel No: (039) 897 1000

APPLICATIONS : To be hand delivered to 171 Hoosen Haffejee Street, Pietermaritzburg, 3200 or through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Emailed To: N/A Couriered To: Human Resource Management Services, uMgungundlovu Health District Office,171 Hoosen Haffejee Street, Pietermaritzburg, 3200

FOR ATTENTION : Human Resource: Practices

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity at all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 25 September 2026

POST 32/232 : **DEPUTY MANAGER NURSING REF NO: UMG/2026/16 (X1 POST)**
Component: Clinical And Programmes

SALARY : R1 069 215 per annum, (all-inclusive package)

CENTRE : Umgungundlovu Health District Office

REQUIREMENTS : Basic R425 qualifications (i.e. diploma or degree or in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Minimum of 9 (nine) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge, Skills, Training And Competence Required: Knowledge, Skills, Competencies Required: Knowledge and understanding of nursing care processes and procedures, nursing statutes and other relevant legal/health-related Acts, regulations, guidelines and other related policies such as the Nursing Act. Code of Ethics. Professional Practice of the South African Nursing Council. Nursing

Standards of Practice, Scope of Practice, Skills Development Act. Public Service 95 PUBLIC Regulations, Labour Relations Act, Occupational Health and Safety Act. Patients' Rights, Batho Pele Principles, Public Finance Management act. Mentorship and supervisory skills. Leadership, Management, Planning, Organizing, Problem Solving Skills and coordinating skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approaches. Good verbal and written communication skills. Conflict management/sound employee management skills. Knowledge and understanding of Human Resources and Financial practices.

DUTIES : Provide leadership and a strategic direction in the delivery of integrated District Health Services based on relevant policy imperatives. Ensure and monitor implementation of planned initiatives for the delivery of health services in the district. Effectively manage and optimise all resources under your stewardship to ensure efficiency, accountability and maximum impact on service delivery. Build and maintain strong relationship with community structures, oversight bodies, NGO's and other health sector partners. Actively participate in DDM, Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Supervise mentor and develop public health teams in insuring high performance, continuous improvement and policy compliance. Ensure full implementation of priority programmes to reduce morbidity and mortality from communicable and non-communicable diseases. Facilitate the process of ensuring universal health access to all uMgungundlovu district citizens. Accelerate implementation of PHC Re-engineering across the district.

ENQUIRIES : Mrs SW Mbambo Tel No: (039) 897 1000

APPLICATIONS : To be hand delivered to 171 Hoosen Haffejee Street, Pietermaritzburg, 3200 or through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Emailed To: N/A Couriered To: Human Resource Management Services, uMgungundlovu Health District Office, 171 Hoosen Haffejee Street, Pietermaritzburg, 3200

FOR ATTENTION : Human Resource: Practices

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity at all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 25 September 2026

POST 32/233 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: HGHD07/2026**
Directorate: Finance

SALARY : R932 292 per annum (Level 11)

CENTRE : Harry Gwala Health District Office

REQUIREMENTS : Senior certificate (Grade 12) or equivalent. Bachelor's Degree or National Diploma in B.Com Accounting, National Diploma in Cost Management

Accounting or Bachelor of Business Administration as recognized by South African Qualification Authority Plus 3 years Managerial Experience in Finance Management. Unendorsed valid driver's license. Knowledge, Skills, Behavioural Attributes And Competencies Required: South African Constitution, Public Service Act, Public Service Regulations 2016, Public Finance Management Act, Treasury Regulations and Practice Notes Preferential Procurement Policy Framework Act, Batho Pele. Financial Management, Conflict management, Project Management, Organisational, Influencing, Analytical, Motivational, Presentation Computer literacy e.g. MS Office suite, Facilitation, Interpersonal relations, Time management, Planning, Negotiation Communication – written and oral, Report writing, Problem solving, Change management, Decision making, Self-disciplined and ability to work under pressure with minimum supervision, Independent, Trustworthiness, Honesty, Accountability, Commitment to excellence, Continuous learning, Amenable to change, Cultural awareness, Innovative, Confidentiality, Pro-active, Reliability, Integrity, Transparency, Professionalism, Working under pressure.

DUTIES : Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital and Clinics business plans, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department. Ensure proper responsibility for the management, safeguarding and maintenance of assets and liabilities of the Hospital and Clinics. Take effective and appropriate steps to ensure maximum collection of revenue due to Hospital and Clinics. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the Hospital and Clinics. Monitor and manage the use of budget allocated to the Hospitals and Clinics and ensure that financial regulations/procedures and proper internal controls are in place and adhered to at all times. Ensure appropriate management and utilization of resources allocated to the component.

ENQUIRIES : All enquiries must be directed to Mrs. B.A Mkhize: District Director Tel No: (039) 834 1301.

APPLICATIONS : All documents must be posted for: Attention: Mr. Z.N Dotyeni, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Dropped off in the applications box of Harry Gwala Health District Office, No.1 Northway Drive, Morningside, Ixopo, 3276. Email: For online applications please send application to harrygwaladistricthealth.jobApp@kznhealth.gov.za

NOTE : An application for employment Form (Z83) must be fully completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Updated Curriculum Vitae and clearly indicating job title/rank of previous employment as well as roles and responsibilities performed. Certified Copies of the following documents not to be included in the application: NB will only be submitted by shortlisted candidates on or before interview day. Identity Document, Relevant Educational Qualifications, registration with Health Professional Body. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 07/2026. Please note that failure to comply with the above instructions will disqualify applicants. Please also note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue. Persons with disability are encouraged to apply.

CLOSING DATE : 29 September 2026

POST 32/234 : **ASSISTANT MANAGER NURSING- GENERAL REF NO: PSH 08/2026 (X1 POST)**

SALARY : R720 819 per annum. The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the

		applicable rules Other Benefits: - 12% of basic salary – Rural Allowance (conditions apply)
CENTRE	:	Port Shepstone Hospital- Medical, TCC & Psychiatry
REQUIREMENTS	:	Grade 12 / Matric or Equivalent. Diploma / Degree in General Nursing Science. Diploma / Degree in Midwifery Nursing Science. Diploma / Degree in Psychiatry, Diploma / Degree in Health Service Management. Certificate in computer course. Current registration with SANC as a General Nurse, Midwife / Accoucher, Psychiatry and Health Service Management. A minimum of 10 years appropriate / recognizable clinical experience in a hospital environment after registration as a General Nurse. At least 3 years of the period referred to above must be appropriate / recognizable experience as an Operational Manager Nursing. SANC receipt 2026. Knowledge, Skills, Training And Competencies Required: In-depth knowledge of nursing legislation, nursing ethics and professional practice. Knowledge of relevant legislation and policies including the Nursing Act, National Health Act, Occupational Health and Safety Act, Labour Relations Act, Public Service Regulations, Batho Pele Principles, Patient's Rights Charter, and relevant Department of Health policies. Sound knowledge of Clinical Forensic nursing standards, protocols and clinical guidelines. Leadership, supervisory, planning, organisational and problem-solving skills. Ability to manage human, financial and material resources effectively. Good communication, interpersonal, conflict management and report-writing skills. Knowledge of Human Resource Management, Labour Relations and Performance Management Systems. Computer literacy in Microsoft Office applications. Ability to work effectively within a multidisciplinary team environment.
DUTIES	:	Provide leadership and ensure the provision of optimal, holistic nursing units within set standards and professional / legal framework. Plan organise, coordinate, monitor nursing activities and disaster management in the domain to ensure quality patient care. Monitor and promote Infection Prevention and Control practices, patient safety and quality improvement initiatives. Ensure effective management and utilization of human, financial and material resources. Monitor financial resources with emphases on cost containment and keeping of all records within financial policies regarding procurement and the policy regarding revenue generation. Supervise and support nursing personnel, ensure adherence to protocols, policies and standard of care. Monitor implementation of clinical governance programmes and quality assurance standards. Ensure that the unit complies with OHSC and IHRM Standards. Evaluate staff on work performance and implement employer assistance plan. Collaborate with multidisciplinary teams to ensure efficient, cost-effective and equitable service delivery. Coordinate and facilitate orientation, in-service training mentoring and continuous professional development of staff. Compile and submit reports, statistics and other information required. Participate in research activities and promote evidence-based nursing practice. Maintain professional growth, ethical standards and self-development. Champion and monitor the implementation of CPD program as per SANC CPD framework.
ENQUIRIES	:	Mrs M.C Maqutu Tel No: (039) 688 6117 / 6308
APPLICATIONS	:	Applicants Are Encourage To Utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Only shortlisted candidates will be requested to submit proof of qualifications) Applications could be posted / hand delivered to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.
FOR ATTENTION		Mr. Z.M Zulu
NOTE	:	Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for 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. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security

clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 18 September 2026

POST 32/235 : **OPERATIONAL MANAGER- SPECIALTY REF NO: PSH 09/2026 (X1 POST)**

SALARY : R720 819 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Hospital- Antenatal & Labour Ward

REQUIREMENTS : Grade 12 / Matric or Equivalent. Diploma / Degree in General Nursing Science. Diploma / Degree in Midwifery Nursing Science. 1 year post basic qualification in Advanced Midwifery Nursing Science. Diploma / Degree in Health Service Management. Certificate in Computer Course. Current registration with SANC as General Nurse, Midwife / Accoucher, Advanced Nursing Science. A minimum of 7 years appropriate / recognizable clinical experience in a hospital environment after registration as General Nurse. At least 5 years of the above should be clinical experience in Obstetrics unit after obtaining the 1 year post basic qualification in Advanced Midwifery Nursing Science. SANC receipt 2026. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Leadership, organizational, decision making and problem solving abilities. Financial and budgetary knowledge pertaining to the resources under management. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organizing, report writing skills. Computer skills in basic programme. Leadership, organizational, decision making and problem-solving abilities.

DUTIES : Diagnose and manage obstetric emergencies in the absence of a doctor (i.e.) Eclampsia APH etc. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them accordingly to hospital policy. Develop vision and mission and objectives for obstetric unit. Develop, implement and review obstetric policies / SOP. Conduct Perinatal Mortality reviews or meetings. Know SANC rules and regulations pertaining to obstetrics. Develop and implement in-service education and quality improvement programs for the obstetrics department. Act as an advocate for clients utilizing Batho Pele principles. Form part of the multi-disciplinary team. Participate and lead in all obstetrics programs, i.e. PPIP, PMTCT, BBI, MBFI, and RHC – reproductive health. Identify training needs for the staff. Practice participative management by assisting with relief duties of the supervisor. Maintain and monitor stock and supplies. Attend meetings held in the institution / outside. Provide leadership and ensure the provision of optimal, holistic specialized O&G nursing units within set standards and professional / legal framework. Plan, organise, coordinate, monitor nursing activities and disaster management in the domain to ensure quality patient care. Monitor and promote Infection Prevention and Control Practices, patient safety and quality improvement initiatives. Ensure effective management and utilization of human, financial, and material resources. Monitor financial resources with emphases on cost containment and keeping of all records within financial policies regarding procurement and the policy regarding revenue generation. Supervise and support nursing personnel, ensure adherence to protocols, policies and standard of care. Ensure that the unit complies with OHSC and IHRM Standards. Monitor implementation of clinical governance programmes and quality assurance standards. Evaluate staff on work performance, and implement employer assistance plan. Collaborate with multidisciplinary teams to ensure efficient, cost-effective and equitable service delivery. Coordinate and facilitate orientation, in-service training mentoring and continuous professional development of staff. Compile and submit reports, statistics and other information required. Participate in research activities and promote evidence based nursing practice. Maintain professional growth, ethical standards and self-development. Champion and monitor the implementation of CPD program as per SANC CPD Framework.

ENQUIRIES : Mrs. M.C Maqutu Tel No: (039) 688 6117 / 6308

APPLICATIONS : Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Only shortlisted candidates

will be requested to submit proof of qualifications) Applications could be posted / hand delivered to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240

FOR ATTENTION : Mr. Z.M Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for 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. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 18 September 2026

POST 32/236 : **OPERATIONAL MANAGER NURSING PHC GRADE1 REF NO: KH 01/2026 (X1 POST)**

SALARY : R720 8198 – R821 454 per annum, basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE : Kwa-Magwaza District Hospital (Nogajuka Clinic)

REQUIREMENTS : Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery) plus (1) year post-basic nursing qualification in Clinic Nursing Science Health Assessment, Treatment and Care (PHC). Current registration with SANC (2026) as General Nurse, Midwife/Accoucheur and Primary Health Care. A minimum of nine (09) years appropriate /recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing of which at least five (5) years must be appropriate/recognizable PHC experience after obtaining a one (1) year post basic qualification in PHC. In depth knowledge of nursing legislation, related legal and ethical nursing practices, public service policies and other Health related prescripts. Knowledge of quality norms and standards as directed by Negotiated Service Delivery Agreement, OHSC and ICRM prescripts, patient Right Charter and Batho Pele Principle. Leadership, organizing, decision - making, problem solving skills. Computer literacy to enhance service delivery. Time and conflict management skills. Report writing skills. Communication skills to enhance teamwork. Human Resource and Financial Management.

DUTIES : Provision of comprehensive package of services at Primary health Care level. Develop, implement and monitor facility plans and submit progress reports. Implement quality improvement Programs that work towards achieving Universal Health Coverage as stipulated in the National Health Act. Effective utilization and monitoring of resources in line with cost containment plan. Effectively implement PHC Re-engineering strategy. Implement Employment Performance management and Development System. Manage and utilize date to improve service delivery and health outcomes. Implement and monitor Department projects, including special project in line with health calendar. Conduct clinical audits of priority programs with the aim to improve health care services.

ENQUIRIES : Ms NI Mthethwa Tel No: (035) 450 8204

APPLICATIONS : All applications should be posted to: The Chief Executive Officer: KwaMagwaza District Hospital, Private Bag X808, Melmoth, 3835 KwaMagwazaHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION : Assistance Director: HRM

NOTE : Applications must be submitted on the New prescribed Application for Employment form (Z83) which must be originally signed and dated. The Applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted

candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. checks ((with disabilities should feel free to apply for the post .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 citizenship), verification of Educational Qualifications by SAQA ,verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date they must accept that their application were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE : 18 September 2026

POST 32/237 : **OPERATIONAL MANAGER- SPECIALTY REF NO: PSH 10/2026 (X1 POST)**

SALARY : R720 819 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Hospital-Critical Care

REQUIREMENTS : Grade 12 / Matric or equivalent, Diploma / Degree in General Nursing Science Diploma/degree in Midwifery Nursing Science. 1 year post basic qualification in Critical care / Emergency &Trauma Nursing Science. Diploma / degree in Health Service Management. Certificate in Computer Course. Current registration with SANC as General Nurse, Midwife / Accoucher; Critical care / Emergency &Trauma Nursing Science and Health Service Management. A minimum of 7 years appropriate / recognizable clinical experience in a hospital environment after registration as a General Nurse. At least 5 years of the above should be experience in Intensive Care Unit & CCU / Trauma & Emergency department after obtaining the 1-year post-basic qualification in Critical Care Nursing/ Emergency &Trauma Nursing Science. SANC receipt 2026. Knowledge, Skills, Training And Competencies Required: In-depth knowledge of nursing legislation, nursing ethics and professional practice. Knowledge of relevant legislation and policies including the Nursing Act, National Health Act, Occupational Health and Safety Act, Labour Relations Act, Public Service Regulations, Batho Pele Principles, Patients' Rights Charter and relevant Department of Health policies. Sound knowledge of Nephrology Nursing standards, protocols and clinical guidelines. Leadership, supervisory, planning, organisational and problem-solving skills. Ability to manage human, financial and material resources effectively. Good communication, interpersonal, conflict management and report-writing skills. Knowledge of Human Resource Management, Labour Relations and Performance Management Systems. Computer literacy in Microsoft Office applications. Ability to work effectively within a multidisciplinary team environment.

DUTIES : Provide leadership and ensure the provision of optimal, holistic specialized Intensive Care, Renal Dialysis and Trauma & Emergency nursing units within set standards and professional / legal framework. Plan, organise, coordinate, monitor nursing activities and disaster management in the Critical Care domain to ensure quality patient care. Monitor and promote Infection Prevention and Control Practices, patient safety and quality improvement initiatives. Ensure effective management and utilization of human, financial, and material resources. Monitor financial resources with emphases on cost containment and

keeping of all records within financial policies regarding procurement and the policy regarding revenue generation. Supervise and support nursing personnel, ensure adherence to protocols, policies and standard of care. Monitor implementation of clinical governance programmes and quality assurance standards. Evaluate staff on work performance, and implement employer assistance plan. Ensure that the unit complies with OHSC and IHRM Standards. Collaborate with multidisciplinary teams to ensure efficient, cost-effective and equitable service delivery. Coordinate and facilitate orientation, in-service training mentoring and continuous professional development of staff. Compile and submit reports, statistics and other information required. Participate in research activities and promote evidence based nursing practice. Maintain professional growth, ethical standards and self-development. Champion and monitor the implementation of CPD program as per SANC CPD Framework.

ENQUIRIES : Mrs M.C Maqutu Tel No: (039) 688 6117 / 6308

APPLICATIONS : Applicants are encourage to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only) Applications could be posted / hand delivered to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240

FOR ATTENTION : Mr. Z.M Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted. 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. When applying for employment. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 18 September 2026

POST 32/238 : **CLINICAL PROGRAMME COORDINATOR (MNCWH) REF NO: UTHUK 08/2026**

SALARY : R571 161 - R644 613 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Uthukela District Office

REQUIREMENTS : Matric / Grade 12. An appropriate B Degree / National Diploma or equivalent qualification in Nursing PLUS. Minimum of 7 year appropriate / recognizable nursing experience after registration as a professional Nurse with SANC in General Nursing. Registration as Midwife / Accoucheur with SANC. Valid Driver's License – C1. Diploma in advanced Midwifery and neonatal nursing will be an added advantage. Only shortlisted candidates will be required to submit proof of experience / service certificate endorsed by HR Department. Knowledge, Skills, Training And Competencies Required: Strong interpersonal and communication skills. Presentation / Facilitation skills. Knowledge of HIV and AIDS Comprehensive plan Knowledge of District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the public Health Sector. Ability to translate and transform objectives into practical plans. Ability to prioritize work related matters and to comply with time frames. Financial Management skills. Project Management skills. Leadership, organizational, decision making and problem-solving abilities within the DHS framework. Knowledge of MCWH programs. Supervisory and analytical thinking skills. Provide effective management and professional leadership.

DUTIES : Develop MNCWH plan in line with District & project strategic plans. Co-ordinate and promote MNCWH and Phila Mntwana Programme. Promote messages which support the programme in all events. Co-ordinate and facilitate MNCWH and Phila Mntwana in-service Training. Ensure integration of maternal and child in health programmes. Monitor indicators which measure the health

practices, provide support and guidance to health facilities and report finding to District management Team. Report writing. Manage all resources allocated to MNCWH and Phila Mntwana Project. Ensure Programme integration into Sukuma Sakhe Objectives. Implement and coordinate Maternal and Child Health Care Services in Hospital. Implement standards, practices, criteria and indicators for quality Maternal Child health Care. Facilitate and conduct perinatal mortality meetings. Maintain a plan to improve the quality of maternal and Child Health Care Services. Maintain a constructive working relationship with a multi-disciplinary team. Ensure effective utilization of all resource in the department. Manage and supervise the implementation of AI obstetric programmes PMTCT etc. Ensure effective implement of the ANC / PNC policy. Review current policies and develop and implement new policies and protocols in line with realizing the millennium goals. Display a concern to patients, promoting advocacy and facilitating proper treatment and care ensuring that the unit adhere to principles of Batho Pele, Patients' Rights Chatter and National Core Standards. Displays Knowledge of NCS and quality in DHS. Conduct or assist in ESMOE drills in the Facility.

ENQUIRIES : Ms T.J. Mpembe Tel No: (036) 6312202 Ext.102

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 OR Hand Deliver to: 32 Lyell Street, Ladysmith, 3370. OR Email to UthukelaDistrictHealth.HRJobApplication@kznhealth.gov.za and apply online siyathesha waya waya eservice.

FOR ATTENTION : Assistant Director: HRM

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za.The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 08/2026. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the NIA, the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints, no S&T claims will be considered for payment to the candidates that are invited for an interview. Please note that due to financial constraints no resettlement fees will be considered for payment to the candidates who are offered the positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 18 September 2026

POST 32/239 : **CHIEF ARTISAN REF NO: UMG/2026/12 (X1 POST)**
Component: Infrastructure

SALARY : Grade A: R499 470 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribe requirements)

CENTRE : Umgungundlovu Health District Office

REQUIREMENTS : Grade 12 / Matric or equivalent Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended. National Diploma electrical/mechanical or civil engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid Driver's License. Knowledge, Skills, Training And Competence Required: Knowledge of Project management. Technical design and analysis knowledge. Computer-aided

technical applications. Knowledge of legal compliance. Technical report writing and Develop Technical specification. Technical consulting. Problem solving and analysis. Decision making. Change management. Financial management. Customer focus and responsiveness. Good communication skills, written and verbal. Computer skills. Planning and organizing.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in Hospitals, CHCs, field, workshops and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on technical/engineering-related matters. Preparation of documentation and other material required by the accountants. Maintaining relevant document filing systems including specifications, projects and financial records.

ENQUIRIES : Mr NC Madlala Tel No: (033) 897 1000

APPLICATIONS : To be hand delivered to 171 Hoosen Haffejee Street, Pietermaritzburg, 3200 or through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Emailed To: N/A Couriered To: Human Resource Management Services, uMgungundlovu Health District Office,171 Hoosen Haffejee Street, Pietermaritzburg, 3200.

FOR ATTENTION : Human Resource: Practices

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity at all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 25 September 2026

POST 32/240 : **CLINICAL NURSE PRACTITIONER (X2 POSTS)**

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum

plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : **Madadeni Provincial Hospital:**
Mndozo Clinic Ref No: MAD 19/2026
Madadeni Clinic 5 Ref No: 20/2026

REQUIREMENTS : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training And Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem-solving skills. Co-ordination and planning skills. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the Co-Standards, Ideal Clinic and data management.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure effective Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ensure effective implementation of National Co- Standards Ideal Clinic Realisation and Maintenance Framework. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock. Participates in clinical audits, data validation and RIPDA for the facility. Ensure facility meet the set out targets as per operational plan.

ENQURIES : Ms. R.M. Sithole Tel No: (034) 328 8137

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001, section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged.

However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target for Mndozo Clinic: African Male.

CLOSING DATE : 25 September 2026

POST 32/241 : **CLINICAL NURSE PRACTITIONER REF NO: PSH 11/2026 (X1 POST)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Marburg Clinic

REQUIREMENTS : **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant specialty Grade 12 / Matric or Equivalent. Degree / Diploma in General Nursing and Midwifery / Accoucher; PLUS 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with SANC as General Nurse and Midwife / Accoucher. Current SANC receipt for 2026. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and regulations. Scope of practice. Labour Relations. Good communication and interpersonal skills. Ability to function well within a team.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities.

ENQUIRIES : Ms. R.K Mpisi Tel No: (039) 862 5343

APPLICATIONS : Applicants Are Encourage To Utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies Should Be Submitted By Shortlisted Candidates Only) Applications could be posted / hand delivered to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240

FOR ATTENTION : Mr. Z.M Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for 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. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Due to financial constraints, S&T claims will not

be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 18 September 2026

POST 32/242 : **PROFESSIONAL NURSE- GENERAL STREAM REF NO: PSH 12/2026 (X2 POSTS)**

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Assisi Clinic

REQUIREMENTS : **Grade 1:** Experience: No Experience Required **Grade 2**: Experience: A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. Grade 12 / Matric or Equivalent. Diploma / Degree in General Nursing. Diploma / Degree in Midwifery Nursing Science. Current registration with SANC as General Nurse and Midwife / Accoucher. Current SANC receipt for 2026. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills- verbal and written, leadership, interpersonal, problem solving, conflict management, decision-making, coordinating and negotiating skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter. Code of Conduct and Labour Relations.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities.

ENQUIRIES : Ms. N.C Sibisi Tel No: (039) 682 6976

APPLICATIONS : Applicants are encourage to utilise courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (copies should be submitted by shortlisted candidates only) Applications could be posted / hand delivered to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.

FOR ATTENTION : Mr. Z.M Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for 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. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 18 September 2026

POST 32/243 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: UMG/2026/11 (X1 POST)**
Component: Human Resource Admin Services

SALARY : R487 197 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribe requirements)

CENTRE : Umgungundlovu Health District Office

REQUIREMENTS : Grade 12 / Matric or equivalent or equivalent. Degree/ National Diploma in Human Resource Management/Public Management/Administration. 3 - 5 years' experience in Human Resource Management environment, of which 3 years must be at supervisory level. Proof of Current and Previous working experience endorsed by HR department will be required for shortlisted candidates. Valid Driver's License. Knowledge, Skills, Training And Competence Required: Knowledge, Skills, Competencies Required: Knowledge of Public Service Regulations, as amended, Public Service Act, as amended, Project management and Strategic planning, Employee Performance and Management System, Expert knowledge and understanding of operational issues affecting the administration of Human Resource Management practices within a health service delivery environment. Expert knowledge of the legislative and policy imperatives informing the area of operation, Confronting and resolving conflicts, Comprehensive understanding and knowledge of current HR practices, Expert knowledge legislative and policy framework informing the area of operation, High level of communication skills, both written and verbal, Computer literacy in the MS Office software applications. Advanced PERSAL skills. Basic auditing. Decision making, Networking, Planning and organizing policy formulation and analysis, Problem solving, Report writing skills, Team player. Ability to prioritize issues and other work-related matters and to comply with time frames set.

DUTIES : Oversee Human Resource Management Provisioning, Practices and administration services and ensure that high-quality human resource management services are provided. Develop and monitor Standard Operating Procedures (SOP's) for implementation of Human Resource policies. Provide advice and guidance to management regarding the interpretation and implementation of legislation, prescripts, policies and resolutions. Monitor and control budget allocated to Human Resource component and clearing of suspense accounts. Manage and coordinate activities aimed at addressing staff well-being and labour relations. Maintain good/sound labour peace and ensure establishment of fully functional employee health and wellness programmes. Ensure provision of Occupational Health and Safety services to the District Office Components. Ensure functional HR committees such as co-ordination of Institutional Management Labour Committee Meetings (IMLC) and Occupational Health and Safety and other relevant committees. Ensure timely submission of HR related reports and information. Manage the utilization of resources allocated to the Section inclusive of the development of staff.

ENQUIRIES : Mr N Zondi Tel No: (039) 897 1000

APPLICATIONS : To be hand delivered to 171 Hoosen Haffejee Street, Pietermaritzburg, 3200 or through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Emailed To: N/A Couriered To: Human Resource Management Services, uMgungundlovu Health District Office,171 Hoosen Haffejee Street, Pietermaritzburg, 3200.

FOR ATTENTION : Human Resource: Practices

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human

Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity at all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 25 September 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 assess this site on (eservices.gov.za)

FOR ATTENTION : Ms SL Ngema

CLOSING DATE : 18 September 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. 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.

OTHER POSTS

POST 32/244 : **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING & REPORTING REF NO: KZNPT 26/40**

SALARY : R932 292 per annum, (all- inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3-year NQF7 qualification in Financial Accounting or Financial Management field. A valid Driver's license and in the case of people living with disabilities who can't personally drive, the department will assist them to meet work related travel commitments. A minimum of 3 years' junior management experience in a municipal financial reporting/accounting/management environment. Skills, Knowledge and Competencies: Extensive Understanding and working knowledge of GRAP standards used by local government. Standards for the Professional Practices of Internal Auditing General Accepted Accounting principles. Extensive working knowledge of public sector, particularly local government sphere. Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including. Constitution (as amended). PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). Municipal Systems Act (and amendments). Municipal Structures Act. Local Government Transition Act. PSRF (Public Service Regulatory Framework). PFMA Regulations in respect of Supply Chain Management. Provincial Procurement Act and Regulations. Provincial Internal Audit Act. PGDS (Provincial Growth and Development Strategy). National Treasury guideline documents, regulations, gazettes. Performance Measurement systems – best practice and guidelines. Asset Management principles and respective legislation. Public finance management principles and practice. National and Provincial Practices Notes. Innovative thinking. Analytical thinking. Decisiveness. Leadership. Inter-personal relations. Risk Management. Chairing meetings. Conflict Management. Problem-solving, analytical and numeracy. Advanced Verbal communication and presentation. Good interpersonal relations. Computer skills. Spreadsheets (MS Excel), word processing (MS Word), PowerPoint, Presentations, Internet, Research and analysis. Report writing and general writing. Monitoring, follow up and forecasting. Project management. Budgeting. Change management. Analytical, Statistical and quantitative analysis. Financial management. Planning. People management. Strategic Planning and management. Training and mentoring staff. Co-ordinating activities of different service providers. Policy Analysis and Development. Driving. Negotiation Skills. Stakeholder/ relationship management.

DUTIES : Coordinate the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognised Accounting Practice (GRAP) Standards. Coordinate the provisioning of financial management support to municipalities. Coordinate audit readiness and review for municipalities. Coordinate consultative support and liaison services with Stakeholders. Manage the resources of the Sub Directorate.

ENQUIRIES : Mr S Chohan Tel No: (033) 8974450

NOTE : Preferences: African Females, African Males and people with disabilities who meet the requirements.

POST 32/245 : **DEPUTY DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT 26/36**

SALARY : R932 292 per annum, (all- inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A NQF Level 7 Degree or higher in Commerce/Finance/Accounting. A minimum of 3 years junior management experience in revenue and debt management within the municipal finance field. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Republic of South Africa Constitution. Planning frameworks relevant legislation and plans. Public Service Regulation, 2016. MTEF and the budget process. PFMA, Treasury regulations. Municipal Finance Management Act (MFMA). Public Finance Management Act (MFMA) and Treasury regulations. Municipal System Act (and amendments). Municipal Structure Act. Municipal Property Rates Act. Public Finance Service Regulatory Framework (PSRF). SCM Regulations. PFMA Regulations i.r.o Supply Chain Management. Provincial Procurement Act and Regulations. Provincial Internal Audit Act. Generally Recognized Accounting Practice (GRAP) and any other applicable accounting standard used by local government. Public Service Act, 1994. Strategic plan framework. Annual Performance plans. Employee Performance and Management System. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan

		Analytical. Financial management. Leadership. Planning. Organizational. Management. Computer literacy. Policy Analysis/development. Interpersonal relations. Presentation. Problem-solving. Verbal communication. Project management skills. Ability to initiate and support organizational transformation Problem solving skills. Change management skills. Advanced communication skills. Creativity. Conflict management skills. People Management. Negotiation skills. Stakeholder/ relationship management.
DUTIES	:	Coordinate the provision of revenue management support initiatives provided to Municipalities. Coordinate the provision of cash management support initiatives provided to municipalities. Coordinate the debt management support initiatives provided to municipalities. Coordinate the indigents households support initiatives provided to municipalities. Coordinate the development and implementation of frameworks and policies in collaboration with Norms and Standards. Management resources of the Sub-directorate.
ENQUIRIES	:	Ms. A Patton Tel No: (033) 897 4525
NOTE	:	Preferences: African Males and African Females and people with disabilities who meet the requirements.

ANNEXURE S

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION

APPLICATIONS : Quoting the relevant references `applications should be forwarded to the relevant Center

Capricorn North The District Director Capricorn North Education District Private Bag X 9711 Polokwane 0700Cnr Blaauwberg & Yster Street Ladanna, Polokwane.

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

Lebowakgomo. The District Director Sekhukhune South Education District Private Bag X 70 Lebowakgomo 0737 Old Parliament Complex Lebowakgomo. Mogalakwena **Education District** The District Director Private Bag X 601 Mahwelereng 0626 805 Rufus Seakamela Street Mahwelereng 0626

Mopani East Education District Private Bag X 578 Giyani 0826 Old arliament Building. Giyani.

Mopani West The District Director Mopani West Education District Private Bag X 4032 Tzaneen 0850 27 Peace Street Prosperitas Building Tzaneen 0850.

Sekhukhune East The Acting District Director Sekhukhune East Education District Private Bag X 9041Burgersfort 115083 Aloe Street Stand No 2314 Ext 4 Aloeridge West. Burgersfort 1150. The District Director

Sekhukhune South Education District The District Director Private Bag X 70 Lebowakgomo 0737 Old Parliament Complex Lebowakgomo

Vhembe East The Acting District Director Vhembe East Education District Private Bag X 2250 Sibasa 0970 Makaweli Old Parliament Building.

Vhembe West The District Director Vhembe West Education District Private Bag X 2250 Sibasa 0970 Block D Old Parliament Building Thohoyandou.

Waterberg The Acting District Director Waterberg Education District Private Bag X 1040 Modimolle 051084 Limpopo Street NTK Building Modimolle 0510

Head Office The Head of Department, Limpopo Department of Education, Private Bag X 9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 (Registry)

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

CLOSING DATE : 25 September 2026 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using incorrect application employment form Z83, it will be disqualified, Only Z83 and CV submitted on application, all other documents/proofs are submitted by shortlisted candidates) If an applicant wishes to withdraw an application, it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za / www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity

MANAGEMENT ECHELON

POST 32/246 : **DEPUTY DIRECTOR–GENERAL: CURRICULUM MANAGEMENT & DELIVERY REF NO: LDOE 01/09/2026**
Branch: Curriculum Management & Delivery

SALARY : R1 885 710 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : Post-graduate (NQF Level 8) in Education as recognized by SAQA. Minimum of eight (8) years' experience at a senior management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license (except for people with disability). Core Competencies Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change & Knowledge Management. Good Communication skills. Public Service Knowledge. Policy analysis and development. Analytic thinking skills. Report writing skills. Facilitation skills. Liaison skills. Networking skills. Interpersonal skills. Leadership skills. Diplomacy. Planning and organizing skills and Strategic Planning. Knowledge & Skills Sound knowledge of relevant prescripts and legislative frameworks related to Curriculum Management and Delivery. Negotiation skills, Planning and organizing, Time Management, Policy analysis and development, Good Communication skills, Group dynamics, Diversity management, Facilitation skills, Coordinating skills, Computer literacy.
DUTIES : Provide strategic leadership and direction on the development and implementation of Curriculum Delivery and education policies, guidelines, strategies and procedure manuals. Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework, including promotion of STEM subjects. Guide and provide effective strategic co-ordination for curriculum management. Guide and provide effective strategic co-ordination in provisioning of examinations and assessment services. Guide and provide strategic co-ordination of Continuous Professional Teacher Development. Provide regular reports to the HOD, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessment studies and the general trends in the education arena. Initiate and implement systems that are aimed at integrating information technology in curriculum delivery in schools. Oversee the management of resources (Financial, Human and Physical).
ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664

POST 32/247 : **DEPUTY DIRECTOR–GENERAL, DISTRICT MANAGEMENT AND INSTITUTIONAL GOVERNANCE REF NO: LDOE 02/09/2026**
: District Management and Institutional Governance

SALARY : R1 885 710 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : Applicants must have an Post-graduate (NQF Level 8) in Education as recognized by SAQA. Minimum of eight (8) years' experience at a senior management level. SMS Pre-Entry (Nyukela) Certificate before appointment. Valid South African driver's license (with exception of person with disability) and be willing to travel extensively. Knowledge: The ideal candidate should be an effective communicator with the ability to develop policies and programmes to ensure quality service delivery within education districts, provide institutional management and governance policy direction, support, monitor and evaluate the provisioning of quality standards for teaching and learning. Extensive professional and practical experience in the field of education/curriculum is essential. Communication skills. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Core and Process Competencies. Strategic Capability and Leadership. People Management and Empowerment.

Programme and Project Management; Financial Management. Change Management. Computer Literacy Knowledge Management. Service Delivery. Innovation; Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Public Service Knowledge. Negotiation, Policy formulation and Analytic thinking. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for providing executive leadership and strategic direction in District Management and Institutional Governance. Key responsibilities include Provide strategic leadership and governance oversight for the Branch in line with departmental priorities and statutory mandates. Lead the development, implementation, monitoring and reporting of strategic and operational plans for district management, institutional governance and related support services. Oversee institutional governance, quality promotion and standards across schools and districts. Provide executive oversight of learner social support programmes, including school sport, culture, psychological support, guidance services and special projects. Ensure effective coordination between Head Office and district offices to strengthen service delivery and accountability. Monitor and support district performance, planning, resourcing and efficient utilisation of resources. Provide strategic direction for Education Management Information Systems, including data management, LURITS administration and support to planning, budgeting and reporting. Oversee the management of Learning and Teaching Support Material and library services. Promote compliance, good governance, performance management and continuous improvement across all functional areas of the Branch.

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

POST 32/248 : **DISTRICT DIRECTOR: VHEMBE EAST & SEKHUKHUNE EAST (X2 POSTS)**
Directorate: District Management & Institutional Governance

SALARY : R1 317 384 per annum
CENTRE : Vhembe East Education District Ref No: LDoE 03 /09/2026
Sekhukhune East Education District, Ref No: LDoE 04/09/2026

REQUIREMENTS : An NQF level 7 qualification as recognized by SAQA. A relevant postgraduate qualification in education/management will be an advantage. Minimum of 5 years' relevant experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license except for people living with disabilities. Core & Process Competencies. Knowledge and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word. Excel. PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The financial Public Sector management reporting requirements.

DUTIES : Manage and coordinate the provision of integrated Basic Education services in the district. Facilitate and coordinate the provision of curriculum management and delivery services and learner support. Facilitate and coordinate the provision of examination and assessment in all school phases. Facilitate and coordinate the provision of institutional management governance and support services. Manage and facilitate the provision of corporate and financial management services to the District and Circuits. Facilitate effective and efficient interface between the District and Circuits. Ensure that District, Circuits and schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Ensure stakeholder management and cooperation in the district.

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

POST 32/249 : **DISTRICT DIRECTOR: VHEMBE WEST REF NO: LDOE 05 /09/2026**
Directorate: District Management & Institutional Governance

SALARY : R1 317 384 per annum
CENTRE : Vhembe West Education District

REQUIREMENT : An NQF level 7 qualification as recognized by SAQA. A relevant postgraduate qualification in education/management will be an advantage. Minimum of 5 years' relevant experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license except for people living with disabilities. Core & Process Competencies. Knowledge and Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Functional computer literacy – MS Word. Excel. PowerPoint and Outlook. Public Sector and its regulatory and legislative framework. Education and school management regulatory and legislative framework. The financial Public Sector management reporting requirements.

DUTIES : Manage and coordinate the provision of integrated Basic Education services in the district. Facilitate and coordinate the provision of curriculum management and delivery services. and learner support. Facilitate and coordinate the provision of examination and assessment in all school phases. Facilitate and coordinate the provision of institutional management governance and support services. Manage and facilitate the provision of corporate and financial management services to the District and Circuits. Facilitate effective and efficient interface between the District and Circuits. Ensure that District. Circuits. schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Ensure stakeholder management and cooperation in the district.

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

POST 32/250 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: LDOE 06/09/2026**
Directorate: District Management & Institutional Governance

SALARY : R1 317 384 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognized by SAQA. Minimum of 5 years' relevant experience at a middle/senior managerial level. SMS Pre-Entry (Nyukela) Certificate upon appointment. Valid driver's license except for people living with disabilities. Core & Process Competencies: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional computer literacy.

DUTIES : Oversee the provision of executive, secretarial and administrative support services Oversee the coordination of departmental exco, parliamentary cluster management and related structures processes. Oversee the provision of governance framework and regulatory compliance. Oversee the implementation of shareholder's compact or service delivery agreements. Oversee the facilitation of stakeholder interface and coordination mechanism including meeting between executing authority and entity management. Oversee the resources (financial, human and physical) in the directorate.

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

POST 32/251 : **DIRECTOR: PHYSICAL RESOURCE PLANNING & PROPERTY MANAGEMENT REF NO: LDOE 21/09/2026**
Directorate: Physical Resources Management (Infrastructure)

SALARY : R1 317 384 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognized by SAQA. Minimum of 5 years' relevant experience at a middle/senior managerial level. Pre - entry (Nyukela) Certificate upon appointment. Valid driver's license except for people living with disabilities. Core & Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation; Policy Formulation; Analytical Thinking; Planning and Organizing; Monitoring and Evaluation; Stakeholder Management; Risk

Management and Functional Computer Literacy. Knowledge and Skills: Knowledge of the Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable public sector governance prescripts. Knowledge of the Government Immovable Asset Management Act, Infrastructure Delivery Management System, National Building Regulations, Occupational Health and Safety Act, South African Schools Act, environmental legislation and relevant provincial land administration prescripts. Knowledge of education infrastructure planning, norms and standards for school infrastructure, spatial planning, enrolment trends, demographic analysis, infrastructure backlog assessment and prioritization methodologies. Knowledge of immovable asset management, land administration, acquisition and disposal processes, vesting, leases, accommodation management, municipal services and property records management. Knowledge of strategic planning, annual performance planning, User Asset Management Plans, infrastructure programme planning, monitoring and reporting systems, including NEIMS, EFMS and related information systems. Knowledge of project and programme management, stakeholder coordination, risk management, compliance monitoring, audit requirements and public sector reporting standards. Strategic leadership, planning and decision-making skills. Analytical, research, problem-solving and interpretation skills. Programme, project and contract management skills. Financial management, budgeting, resource allocation and expenditure monitoring skills. Policy development, implementation, monitoring and evaluation skills. Stakeholder management, negotiation, consultation and conflict management skills. Report writing, presentation, communication and briefing skills. Information management, data analysis and records management skills. Computer literacy, including the use of Microsoft Office applications and infrastructure/property management information systems. People management, performance management, coaching and change management skills.

DUTIES : Provide strategic leadership and overall management of the Directorate: Physical Resource Planning and Property Management in support of the Department's infrastructure delivery mandate. Manage and coordinate the development, review and implementation of infrastructure strategies, policies, systems, plans, procedures, norms and standards relating to physical resource planning and property management. Manage inputs into the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan, Annual Performance Plan, User Asset Management Plan and related infrastructure planning instruments. Oversee the analysis of school infrastructure needs, including enrolment trends, population projections, facility utilization, spatial planning, backlog identification and prioritization of infrastructure interventions. Manage the preparation, updating and quality assurance of project lists, accommodation schedules, project briefs, business cases and related planning documentation for infrastructure delivery. Oversee the management of immovable assets, including land administration, land acquisition, disposal processes, vesting, verification, immovable asset register information and related property records. Oversee and monitor the administration of office and school accommodation, leases, Section 14 agreements, municipal accounts, utilities and other property-related arrangements. Ensure alignment of infrastructure planning and property management with applicable legislation, including the Government Immovable Asset Management Act, Public Finance Management Act, Treasury Regulations, South African Schools Act, National Building Regulations, Occupational Health and Safety Act, environmental legislation and relevant provincial land administration prescripts. Manage and monitor post-project and post-occupancy evaluations, condition assessments and utilization reviews to inform future infrastructure planning and investment decisions. Coordinate with internal and external stakeholders, including Infrastructure Delivery, districts, schools, implementing agents, municipalities, Provincial Treasury, Department of Public Works, National Treasury, DBE and other relevant structures. Oversee the maintenance of accurate infrastructure and property information on relevant systems, including NEIMS, EFMS, Immovable Asset Register and other departmental information systems.

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

OTHER POST

POST 32/252 : **CHIEF ENGINEER, GRADE A REF NO: LDOE 07/09/2026**
Directorate: Physical Resources Management (Infrastructure)

SALARY : R1 317 384 per annum
CENTRE Head Office, Polokwane
REQUIREMENTS : An engineering qualification (B Engineering / BSc in Engineering) at NQF level 07 as recognised by SAQA. Six 6 years' relevant experience post qualification. Valid Registration with professional Engineer - ECSA. Valid driver's license except for people living with disabilities. Core & Process Competencies: People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Client orientation & Customer focus. Problem Solving & Analysis. Communication. Functional computer literacy. Knowledge & skills: National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007.South African Schools Act of 1996, Regulations and Guidelines.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate - 111 - 2010#0601#OSD Engineers And Related (Annexure A) (Updated 20 July 2011).doc structures. systems and resources. Set engineering maintenance standards. specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives (c) Governance (i) Allocate. control. monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations. in support of individual development plans. operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate. control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development. motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

APPLICATIONS : Applicants should apply through the following website https://erecruitment.limpopo.gov.za. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified
Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490, Polokwane, 0700 or

hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.

For Capricorn District: Private Bag X9378, Polokwane, 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services. For Mopani District: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani.

For Sekhukhune District: Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.

For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.

For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification.

CLOSING DATE : 25 September 2026 at 16h30

NOTE : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 32/253 : **DIRECTOR: INFRASTRUCTURE DELIVERY: OTHER PROVINCIAL DEPARTMENTS REF NO. S.4/3/15/9**
Component: Infrastructure Delivery: Other Provincial Departments
(Re-advert)

SALARY : R1 317 384 per annum (Level 13), (to be structured according to Individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12/Matric certificate and a qualification at NQF level 7 qualification in the Built environment as recognized by SAQA. Five (05) years of experience at a middle managerial (MMS) / Senior managerial level. Registration with the relevant professional council (i.e. SACPCMP, SACAP, ECSA or SACQSP) as professional Construction Project Manager, Architect, Quantity Surveyor will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Strategic Capability and Leadership. Programme and Project Management, Financial Management, Change Management, Treasury Notes, Labour, Promotion of Access to Information Act Public Service Regulations Government Immovable Assets Management Act (GIAMA). Technical Competencies: Programme and project management Engineering, legal and operational compliance Engineering operational communication Process knowledge and skills Maintenance skills and knowledge Mobile equipment and analysis knowledge Research and development Computer- aided engineering applications and MS software including power point.·Creating high-performance culture Technical consulting.

DUTIES : Manage the technical portfolio for Provincial Departments Infrastructure Manage the provision of professional inputs to the Provincial Departments in terms of preparation of the User Asset Management Plan. Manage the review of infrastructure project lists in terms of feasibility in consultation with Provincial Departments and make recommendations. Manage the assessment of the suitability of site allocations in terms of the provision of integrated multi-purpose government services in the province. Manage the determination of lifecycle costs for immovable assets of the Provincial Departments. Manage the planning, design and budgeting for technical condition assessment for Provincial Departments facilities in consultation with Provincial Departments. Manage the procurement of construction projects: Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act (DoRA). Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the other Provincial Departments. Monitor the effective management of financial resources for projects. Manage delivery of infrastructure programmes and projects: Provide the professional inputs to the Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Provide the professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Develop IPIP and provide the professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance-based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act (DoRA). Provide the professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. [Mainly cost norms]. Manage the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalisation of the Infrastructure Programme Implementation Plan (IPIP) for the Provincial Departments. Manage the preparation and implementation of Service Delivery Agreements. Manage the procurement of projects and framework contracts for the Provincial Departments. Manage the preparation of project execution plans up to the point of procurement. Manage the implementation of the construction procurement for all projects on behalf of the Provincial Departments. Monitor the effective management of financial resources for projects. Provide

maintenance for provincial departments infrastructure: Ensure updating of the document management system and the project management system. Ensure the adherence to timeframes, budgets and quality assurance standards for all contracts: Report progress regarding implementation of infrastructure projects to relevant government structures. Provide the inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Health Maintenance strategy. Manage and monitor the implementation of user-asset management plan. Manage maintenance operations. Manage the infrastructure inputs for longer integrated infrastructure planning and development: Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Directorate's strategic objectives Develop action plans to execute strategic initiatives Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure Monitor and report on the utilisation of equipments Co-ordinate memorandum of understanding, service level agreements and expenditure review Ensure that the division is adequately staffed Evaluate and monitor performance and appraisal of employees Ensure capacity and development of staff Manage discipline.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/262.

OTHER POSTS

POST 32/254 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: S.4/3/1/70**
Component: Building Infrastructure Maintenance
(Re-advert)

SALARY : Grade A: R1 317 108 per annum
Grade B: R1 593 765 per annum
(to be structured according to individual needs). The Department will determine the salary package based on years of experience post professional registration), OSD

CENTRE : Mopani District

REQUIREMENTS : Grade 12/Matric certificate and a qualification at NQF level 7 as recognized by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Generic Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

DUTIES : Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management

efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. Governance Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/255 : **CHIEF QUANTITY SURVEYOR (GRADE A -B) REF NO: S.4/3/13/6**
Component: Health Infrastructure delivery

SALARY : Grade A: R1 143 468 per annum
Grade B: R1 376 199 per annum
(to be structured according to individual needs). The department will determine the salary package based on years of experience post professional registration), OSD

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Quantity Survey. Six years' Quantity Survey post qualification experience required. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Valid driver's license, with the exception of applicants with disabilities. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgement.

DUTIES : Quantity Survey analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of

innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/256 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: S.4/3/8/99**
Component: Security Management
(Re-advert)

SALARY : R932 292 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12/Matric and a qualification at NQF level 6 in Security Management as recognised by SAQA. State Security Agency (SSA), Security Grade A/B (PSIRA). 5 years' experience in Security Management environment of which three (3) years MUST be at Junior Management / Assistant Director level. Valid firearm competencies. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

DUTIES : Manage the provision of operational risk and security awareness programmes: Develop operational risk and security awareness programmes. Implement security awareness plans. Monitor the provision of workshops on security awareness. Evaluate the security status within the department. Liaise with other departments on security issues. Propose control measures to minimise or eliminate the security risks. Monitor and evaluate the implementation of Security Policies and Procedures as well as the Security Measures e.g. MISS, MPSS, etc: Develop security procedures. Develop policy for security measures. Develop a contingency plan. Develop, manage and monitor the implementation of security plans and programmes. Advice and attend to security breaches. Propose control measures to minimise or eliminate the security risks. Manage the provision security administrative services. Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical security appraisals and information security audits by:- Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control. Provide resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/262.
POST 32/257	:	**DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S.4/3/8/34** Component: Corporate Support (Re-advert)
SALARY	:	R932 292 per annum (Level 11), (to be structured according to individual needs)
CENTRE	:	Waterberg district
REQUIREMENTS	:	Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA. Five (5) years' relevant experience of which three (03) years must be at junior management/ ASD level in HRM. PERSAL Certificate / results. A Valid driver's license with the exception of applicants with disabilities. skills and knowledge: Strategic Capability and Leadership; People Management and Empowerment; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; Team leadership; Client Orientation and Customer focus; Communication. Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. Communication skills, Ms Office package / Computer skills. PFM & Treasury regulations.
DUTIES	:	Manage human resources services: Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness: Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district: Manage District's Government owned and subsidized motor transport: Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the District by: Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour serving devices and disposal of waste papers by: Developing and monitoring implementation of labour-saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Monitor service level agreements. Manage provisioning and distribution of office and domestic services by: Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage records: Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a

culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627,7262.

POST 32/258 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT GOODS AND SERVICES REF NO: S4/3/9/27**
Component: Procurement Management
(Re-advert)

SALARY : R932 292 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 7 as recognised by SAQA in Procurement/ SCM/Financial Management. Five years' relevant experience within Supply Chain of which three (3) years must be at junior Management level (ASD). Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Supply Chain, Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Strategic capability and leadership. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication Computer skills People management Planning and organising Conflict management.

DUTIES : Manage and develop the goods and services procurement plan: Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives, Manage and facilitate the approval of infrastructure procurement plan, Manage and communicate the procurement plan, Manage and monitor that is goods and services rendered according to the procurement plan, Manage and compile budget projection as per the departmental needs analysis. Manage and conduct market assessment: Develop and manage market analysis policy, strategies and processes, Develop a purchasing strategy for the department, Develop and conduct market assessment through: Benchmarking; Industry/ market analysis; Market characteristics; Sourcing strategy. Manage supplier database: Facilitate registration of supplier database, Manage and liaise with CIDB about professionals/ contractor's information, Manage the process of verifying supplier and professionals. Manage the functional operation of the goods and services acquisition management: Manage, design and develop acquisition management policies processes and procedures, Compile operational/supply chain acquisition management plan and obtain approval, Manage the execution of the acquisition management plan, Monitor and review the acquisition management activities, Establish Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the biding process: Compilation of bid documents and advertisements, Publishing of bid documents, Receipt (closing and opening) of bid documents, Processing of bid documents. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627,7262.

POST 32/259 : **DEPUTY DIRECTOR: OFFICE SERVICES REF NO: S.4/3/8/23**
Component: Corporate Support

SALARY : R932 292 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 06 level in Public Administration/ Management/ Office Management and Technology as recognized by SAQA. 5 years' experience office services administration environment with a minimum of three (3) years at Junior management level. A Valid driver's license with the exception of applicants with disabilities.

Knowledge & Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Manage the provision of office goods and services: Develop policies, strategy and processes relating to the provision of goods. Facilitate budgeting for departmental office goods and services. Develop norms and standards for provision of goods. Conduct needs assessment in respect of required number, type of office and domestic furniture. Provide specifications for goods to be procured. Oversee the receiving of goods from the service provider. Manage the distribution of goods according to the set norm. Determine and facilitate maintenance and repair of broken office and domestic furniture. Recommend and facilitate disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Manage the procurement of Uniform and Protective Clothing. Manage and provide accommodation and related needs (flights, shuttles, etc.). Manage telecommunication services: Develop and implement telecommunication policies, strategy, processes and procedures. Facilitate budgeting of telecommunications services aligned to the needs of the department. Manage the switchboard. Manage and facilitate installations of landlines and extensions needed in accordance to the number of offices and personnel available. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Provide norms for provision of cell phones. Evaluate application for cell phones and make recommendations. Manage the procurement of cell phones. Monitor compliance to allocated airtime as per norms and standards. Manage the provision of monthly statements of account. Provide the monetary value on the usage of telecommunication. Manage the provision of labour saving devices: Develop and implement labour saving procurement policies, strategy, processes and procedures. Facilitate budgeting for the procurement of departmental labour saving devices. Manage the service level agreement with the service providers on labour saving devices. Monitor the compliance of the agreement by the service provider. Manage the maintenance of the devices as per the agreement. Provide and monitor the monetary value on the usage of labour saving devices as per the service agreement. Manage the payment for labour saving devices. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Plan and organise resources for future requirements (human, finance, equipment's etc.) Prepare the budget in line with strategic plans, operational plan and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627,7262.

POST 32/260 : **DEPUTY DIRECTOR: FINANCE REF NO: S.4/3/9/35**
Component: Finance

SALARY : R932 292 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Sekhukhune District

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 07 as recognised by SAQA in Financial Accounting/Financial Management/Supply Chain Management/ Logistics and Asset Management as recognised by SAQA. Five years' relevant experience in Finance of which three (3) years must be at junior Management level (ASD). Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Strategic Capability and Leadership, People Management and Empowerment, Financial Management, Knowledge Management, Problem solving and analysis, Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks,

Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Knowledge and understanding of the following: Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

DUTIES : Manage Budget: Facilitate the financial planning and budgeting for the district. Provide the district financial reporting, monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools, Facilitate the roll-overs and virement process, Provide the district financial reporting. Provide acquisition services: Compile procurement plan and facilitate the approval. Manage the execution of the procurement plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the biding process: by Compilation of bid documents and advertisements. Publishing of bid documents, Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Provide logistics and assets management services: Design and develop inventory and assets management policies processes and procedures. Manage inventory and movable asset management services. Manage district stores. Manage district stock –taking services. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices. Manage Revenue collection: Monitor the implementation of policy and legislative framework to ensure that cognizance is taken of new developments, maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Undertake revenue services by ensuring that cashier, banking, debt management, monitoring and reporting services are rendered. Provide advice and guidance to role players on revenue and expenditure procedures. Manage salaries, accounts and expenditure: Authorize all salaries transactions of the district. Monitor the distribution of payroll and payslip and facilitate submission to Head Office, undertake expenditure management and accounting work as required to provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 32/261 : **DEPUTY DIRECTOR: ENVIRONMENTAL AND DISASTER MANAGEMENT REF NO: S.4/3/10/163**
Component: Environmental and Disaster Management

SALARY : R932 292 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12/Matric and a qualification at NQF level 6 in Environmental Management/Natural Science as recognised by SAQA. Five (5) years' of experience in Environmental Management or Natural Science of which three (3) years must be at Assistant Director /junior management level. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis Policy development

and analysis Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict Management.

DUTIES : Ensure the development and implementation of policies, systems and procedures: Review and recommend/approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor scientific efficiencies according to organizational goals. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Provide strategic leadership and direction. Align project to organizational strategies. Provide support and advice to the industry and stakeholders. Develop and maintain relationships/ collaborations. Review scientific documents. Implement, monitor and enforce compliance to Safety, Health and Environmental Management (SHE) legislation in Road Maintenance and Infrastructure Activities: Facilitate Environmental Impact Assessment and Environmental Management Plans for road maintenance activities (National Environmental Management Act). Implementation and enforcement of the Minerals Petroleum Resources Development Act (MPRDA). Identification and acquisition of good sources of construction material for re-gravelling activities (obtain mining permits and closure certificates for borrow pits and management thereof). Ensure effective waste management in road maintenance activities (NEMA: Waste Act). Ensure that occupational health and safety plans, policies, procedures and programmes are developed, implemented and improved in project sites (Occupational Health and Safety Act and Construction Regulation 2014). Conducting occupational health hazard identification, risk assessments, audits and inspections to ensure roads maintenance contractor safety requirements are satisfied. Ensure Road Safety through conducting Road Safety Appraisals. Comply with National Government directives to update the current Acts. Monitor the updating of departmental policies on environmental and Occupational Health and Safety (contracts sites). Review of project reports and assessments; provide comments on EIA and EMP's submitted. Liaise with relevant stakeholders on the implementation of the legislation. Manage and coordinate appointment of professional services (PSPs) (Environmental Management and Occupational Health and Safety) for road maintenance and building activities: Draft Terms of Reference for appointment Professional Service Providers (PSPs). Facilitate the advertisements of PSPs in the tender bulletin. Draft Service Level Agreement (SLA) for appointed PSPs. Facilitate the appointment of PSPs. Ensure effective project contract and performance management (Monitor accomplishment of deliverables and milestones). Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters. Facilitate the development of Integrated Development Planning with the Districts: Manage services provided by PSPs in order to enhance service delivery and to ensure compliance. Consolidate overall plans of their gravelling and re-graveling projects in advance. Provide scientific and technical support in implementation and mainstreaming of legislation and policies on Environmental Management and Occupational Health and Safety. Research and development: Manage scientific research to improve expertise. Publish and present research findings (results). Lead, co-ordinate and conduct basic and applied research or knowledge application. Financial Management: Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related programmes and projects; and Asset management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organizational needs and requirements. Manage staff key performance areas by setting and monitoring

performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/262 : **CIVIL/ STRUCTURAL ENGINEER (GRADE A-C) REF NO: S.4/3/13/6**
Component: Health and Education Infrastructure Delivery

SALARY : Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration), OSD

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: 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 and people management.

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

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/263 : **CIVIL ENGINEER (GRADE A-C) REF NO: S.4/3/10/96**
Component: Roads and Bridges Maintenance

SALARY : Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration), OSD

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management.

Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: 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 and people management.

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

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/264 : **CONSTRUCTION PROJECT MANAGER REF NO: S.4/3/2/34**
Component: Building Maintenance
(Re-advert)

SALARY : Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration), OSD

CENTRE : Capricorn District – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 6 as recognised by SAQA in Built Environment, 04 years' experience in Built Environment (04 years and 06 months experience), or Grade 12 / Matric certificate and a qualification at NQF level 7 as recognised by SAQA in Built Environment (04 years' experience in Built Environment), or Grade 12 / Matric certificate and a qualification at NQF level 8 as recognised by SAQA in Built Environment, 03 years' experience in Built Environment. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management.

Planning and organizing. Conflict management. Negotiation skills. Change management.

DUTIES : Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager, Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library, Utilise allocated resources effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612

POST 32/265 : **QUANTITY SURVEYOR (GRADE A-C) REF NO: S.4/3/12/6 (X2 POSTS)**
Component: Education Infrastructure Delivery

SALARY : Grade A: R791 604 per annum
Grade B: R900 957 per annum
Grade C: R1 015 071 per annum
(to be structured according to Individual needs). The Department will determine the salary package based on years of experience post professional registration)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 07 in Quantity Survey as recognized by SAQA. Three years' experience in Quantity Survey is required. Compulsory registration with SACQSP as a Professional Quantity Survey. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and Project Management. Quantity Survey, principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliances. Technical report writing. Technical consulting. Creating high performance culture. Professional judgement. Networking. Generic Competencies: 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 and people management. Change Management and Innovation.

DUTIES : Perform quantity survey activities on buildings, structures or facilities. Co – ordinate professional team on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solution on non – compliance on quantity determination. Review the cost determination of projects and estimates accomplished by building designers and/or sub- professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/ knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development and according to council guidelines. Research/literature on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/266 : **ARCHITECT (GRADE A-C) REF NO: S.4/3/1/05**
Component: Education Infrastructure Delivery

SALARY : Grade A: R791 604.per annum
Grade B: R900 957.per annum
Grade C: R1015 071 per annum
(to be structured according to Individual needs). The Department will determine the salary package based on years of experience post professional registration)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 07 in Architecture as recognized by South African Qualification Authority (SAQA). Three (03) years post qualification experience in Architectural is required. Compulsory registration with South African Council for the Architectural Profession (SACAP) as a professional Architect. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Technical report writing. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and development. Knowledge of legal compliance. Creating high performance culture. Networking. Professional judgement. Generic Competencies: Decision making Team leadership Analytical skills Creativity Self - management Financial management Customer focus and responsiveness Communication Computer Literacy Planning and organising Conflict Management Problem solving and analysis People management Change Management Innovation.

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

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/267 : **CHIEF ARTISAN GRADE AREF NO: S.4/3/2/91**
Component: Building Maintenance
(Re-advert)

SALARY : R499 470 per annum, OSD

CENTRE : Vhembe district – Malamulele Building Maintenance

REQUIREMENTS : Appropriate Trade Test Certificate in Carpentry. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.

POST 32/268 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: S.4/4/3/9/63 (X1 POST)**
Component: Finance

SALARY : R487 197 per annum
CENTRE : Mopani
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 7 as recognised by SAQA in Supply Chain Management Three (3) years' experience at supervisory level / Supply Chain Officer / Admin Officer in Supply Chain Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication Computer skills People management Planning and organising.

DUTIES : Manage the district demand for goods and services. Manage the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Monitor that goods and services is rendered according to the procurement plan. Monitor the compilation of budget projection as per the district needs analysis. Monitor the procurement of goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Manage the acquisition of goods and services: Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. Issue purchase order. Provide approval of received goods as per the specification. Provide BEC secretariat. Monitor the implementation of guidelines for appointment of bids evaluation committee. Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Monitor the implementation of BEC. Provide bids evaluation: Facilitate and monitor evaluation of bids and quotations. Develop and define processes for bids evaluation. Monitor adherence to advertised criteria in the evaluation process. Facilitate and verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professional. Manage

resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No (015) 636 8300/8330.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/269 : **ASSISTANT DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: S.4/3/9/58**
Component: Finance

SALARY : R487 197 per annum (Level 09)
CENTRE : Waterberg District
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 7 in Logistics/ Supply Chain Management as recognised by SAQA. Three (3) years' experience at supervisory level / Senior / Admin Officer in Logistics/ Assets Management environment. Valid driver's license, with the exception of Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Assets Management procedures. Procurement Procedures: PFMA. DORA. PPPFA. Problem solving and analysis Decision making Team leadership Creativity Financial management. Customer focus and responsiveness Communication Computer skills People management Planning and organizing.

DUTIES : Provide inventory: Implement inventory policies and procedure. Provide inventory life span. Conduct inventory inspection services. Analyse inspection report. Provide inspection report and make projections in terms of repairing inventory. Manage stationery/ stores: Conduct stationery needs analyses. Provide the departmental needs analyse in relation to stationery budget. Provide stationary projections. Monitor the district inventory operations and make analyses. Manage districts stores. Provide stationery/stores over/underspending alerts. Manage the issuing of stores. Provide stock-taking services: Develop the district stock-taking plan. Develop stock-taking processes. Provide stock-taking team. Manage the appointment of stock-taking team. Manage and conduct stock-taking. Consolidate the stores level. Balance the ledger. Provide recommendations for disposal of obsolete stores. Manage and update obsolete register. Manage the district movable asset: Contribute to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Monitor and review the capturing of all physical movable asset in the asset management register. Manage the receipt of all movable assets. Conduct asset quantity and quality control and check on received goods. Manage the allocate inventory and bar code to assets. Manage the capturing of asset information in the relevant registers. Monitor the district movable asset: Provide guidance and advice departmental employees on asset management matters. Monitor assets for compliance with asset control prescripts. Monitor assets for physical condition, utilisation functionality and financial performance. Monitor the performance of asset verification according to prescribed time- frames. Compile reports on the state of assets. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff · Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matter.

ENQUIRIES : Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 32/270 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: S.4/3/8/48**
Component: Corporate Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Capricorn district

REQUIREMENTS : Transport Management/Public Management/Public Administration as recognised by SAQA. Three (03) years of experience at supervisory level / Admin Officer in Auxiliary Services environment. Valid Driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capabilities. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Computer skills. People management. Planning and organizing. Conflict management.

DUTIES : Supervise the provision of District's Government owned and subsidized motor transport. Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licenses. Facilitate the maintenance and repair of government vehicles. Manage accidents. Facilitate the Disposal of Government vehicles. Facilitate the administration of subsidized vehicles. Supervise the Provision of Telecommunication systems of the District. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phones. Monitor compliance to allocated airtime as per Departmental policy. Analyze monthly statements of account and monitor payments of private calls. Supervise the provision and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate ratification and processing of the invoices. Monitor compliance to service level agreements and advice Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service providers with regard to collection of packaged waste paper. Compile report to Head Office with regard to units of papers collected and amount paid. Supervise the provisioning and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norms. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of uniform and protective clothing. Facilitate accommodation need. Manage and utilize resources (human, financial, & physical). Report on the utilization of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job descriptions to subordinates.

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

POST 32/271 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: S.4/3/9/195**
Component: Finance

SALARY : R487 197 per annum (Level 09)
CENTRE : Vhembe District
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 7 in Financial Management/ Management Accounting as recognised by SAQA. Three (03) years' experience at supervisory level/ Senior /State Accountant/ Senior / Admin Officer in financial Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising.

DUTIES : Manage payments and accounts: Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorise payment of vouchers. Attend to audit queries in relation to accounts

and expenditure. Manage Salaries: Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. Manage Revenue: Implement revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BAS system. Collecting all money due to state. Revenue collected and deposited in time. Monitor budget: Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. Manage debt recovery: Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt file for relevant employer. Liaise with head office in updating BAS records. Monitor the closing of Debt files. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job descriptions to subordiates. Manage division leave matters.

ENQUIRIES : For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 32/272 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING SERVICES REF NO: S.4/3/8/101**
Component: Strategic Management

SALARY : R487 197.per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 6 Developmental studies, Strategic Planning or Public Administration/ Management. 3-5 years relevant experience at supervisory level / Senior / Admin Officer in Strategic Management/ Planning, PGDS or Municipal IDP', at least 3 years in supervisory position. A valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Strategic Management Framework. Government programs such as the National Development Plan. Knowledge and understanding of policy analysis, development and interpretation. Leadership skills. Computer Literacy. Facilitation. Planning and organising. Analytical thinking. Creative Problem Solving. Policy Analysis and formulation.
DUTIES : Coordinate planning processes: Facilitate and coordinate the compilation of Departmental Strategic Plan, Annual Performance Plan and Operational Plan. Provide guidance to programme managers on the implementation of strategic plan. Schedule follow up sessions with programme managers on the implementation of the strategic plan. Align the departmental business plan with the PGDS and municipal IDP's: Provide effective IGR Services. Facilitate the integration of departmental plans into municipal IDP's. Coordinate inter sectorial sessions. Participate in provincial development Planning Forum. Participate in IDP review sessions. Facilitate general management of the department, Provincial Government and liase with national departments, local governments and other stakeholders: Facilitate IDP review sessions. Facilitate IR and Donor Funding Committee. Facilitate in provincial development Planning Forum. Facilitate MOU implementation plan Committee. Provide stakeholder liaison from outside government and at community level. Provide departmental policies: Facilitate the development of the departmental policies. Conduct research and or benchmark with other departments on departmental policies. Facilitate the approval of the departmental policies. Provide policy advocacy sessions.
ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/273 : **ASSISTANT DIRECTOR: FACILITIES SERVICES REF NO: S.4/3/3/50**
Component: Property and Facilities Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Sekhukhune district

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 6 in Office Administration/Public Administration/ Public Management/ Horticulturist/ Property Management. 3-5 years relevant experience at supervisory level / Senior / Admin Officer in Facilities or Property Management environment, at least 3 years in supervisory position· A valid driver's license with the exception of applicants with disabilities Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management.

DUTIES : Manage landscaping services: Develop landscaping plans for the district. Monitor budget for landscaping services. Manage procurement of protective clothing for the district. Manage and provide specifications for procurement of landscaping equipment and materials. Manage repairs and servicing landscaping equipment. Manage allocation of groundsmen to serve the district office and cost centres. Monitor adherence to occupational health and safety practices. Monitor EPWP projects in terms of landscaping. Manage cleaning services: Develop cleaning plans for the district. Monitor budget for cleaning services. Manage procurement of protective clothing for the district. Manage and provide specifications for procurement of cleaning equipment and materials. Manage repairs and servicing of cleaning equipment. Manage and monitor the distribution of cleaning material and chemicals. Manage allocation of cleaners to serve the district office and cost centres. Monitor adherence to occupational health and safety practices. Monitor EPWP projects in terms of cleaning services. Provide cost centre support: Provide cleaning and landscaping in the cost centre. Facilitate cost centre human resource matters. Facilitate cost centre auxiliary matters. Issuing of government vehicle, Safekeeping of keys and fuel cards, Facilitate exemption to drive after working hours, Reporting of accidents report. Provide waste management services: Develop waste management plan. Facilitate sorting and shredding of waste paper. Liaise with service provider with regard to collection of packaged wastepaper. Receive monthly income reports generated through waste management. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 32/274 : **ASD: ROADS PROJECT IMPLEMENTATION REF NO: S4/3/10/179**
Component: Roads Projects Implementation
(Re-advert)

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Project Management/ Public Management/Community Development Studies. Three (03) years' relevant experience at supervisory level / Senior / Admin Officer. A Valid driver's license with the exception of applicants with disabilities. Skills And Knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of Roads Maintenance Manual. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership.

DUTIES : Coordinate development of EPWP Business plan: Establish steering committee of Local Municipal Councilor, Community Development Workers and Transformation and ensure that this committee identifies EPWP projects to be implanted. Select projects in term of priority and suitability in line with

EPWP. Manage the design and costing of EPWP projects. Ensure the setting up of database of potential participants for EPWP project implementation. Arrange the advertising of projects as well as the appointment of participants. Facilitate compliance to EPWP Guidelines. Register all planned LIC projects in the EPWP Reporting System. Ensure the signing of employment contracts by participants. Ensure Basic Life Skills Training for all labourers. Registration of participants/contractors with CETA. Monitor the performance of EPWP projects. Ensure programming of the works and strict adherence to set dates in line with the EPWP Business plan. Insist on setting of manageable daily task for workers in with Ministerial. Determination for EPWP projects. Ensure strict adherence to the carrying out of activities according to specifications. Ensure performance of tasks is done under proper supervision to ensure quality production and application of correct approved materials. Ensure similarity in scope of work for all districts. Ensure the application of civil construction industry guidelines, viz general conditions of contract 2000, SABS and EPWP Ministerial Determination. Encourage registration of participants/contractor with standards authorities such as CIDB. Ensure the establishment of code of best practice for EPWP. Develop projects specification and contracts for service providers. Ensure project design is per Labour Intensive Construction Methods. Draw up specifications and terms of reference that will govern the operations of the projects. Provide OHSA training for participants. Ensure that consultants appointed have CETA Accreditation and are registered with recognized bodies controlling civil construction industry,e.g. SAICE. Confirm validity of contract documentation drawn up by consultants with departmental legal directorate. Facilitate community participation in the projects with the relevant directorate. Ensure good relations and closer cooperation between the Roads Projects Implementation Directorate, Departmental District Offices, Cost Centers and Local Authorities through Social Facilitation. Convene and conduct EPWP workshops and seminars during project identification on community participation. Compile an analysis of household status of projects participants in line with EPWP targeted demographics i.e. %women, %youth and %disabilities.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/275 : **CHIEF WORKS INSPECTOR -ELECTRICAL REF NO: S.4/3/1/125**
Component: Inspectorate Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Waterberg District: Modimolle Cost Centre
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 (T/N/S streams) as recognized by SAQA or N3 and a Trade Test Certificate in Electrical, or registration as an Electrical Engineering Technician. Minimum of three (03) years of experience in Electrical environment. A valid driver's license with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. 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 and 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. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketched. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liase with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites. 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 the 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. Provide extended Public works Programme. Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspector. 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 proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 32/276 : **ROAD WORK SUPERINTENDENT (X2 POSTS)**
Component: Roads Infrastructure Maintenance

SALARY : R413 001 per annum (Level 08)
CENTRE : Lebowakgomo Ref No: S.4/3/10/184 (X1 Post)
Mothapo Ref No: S.4/3/10/185 (X1 Post)
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.
DUTIES : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.
ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

POST 32/277 : **CHIEF WORKS INSPECTOR: MECHANICAL REF NO: S.4/3/2/100**
Component: Inspectorate Services
(Re-advert)

SALARY : R413 001 per annum
CENTRE : Waterberg District: Modimolle Cost Centre
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 (T/N/S streams) as recognized by SAQA or N3 and a Trade Test Certificate in Mechanical, or registration as Mechanical Engineering Technician. Minimum of three (03) years of experience in Mechanical environment. A valid driver's license with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organizing. Generic Competencies: Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.
DUTIES : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Render an inspection service of

work done on new projects and existing structures. 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 and 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. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketched. Draw – up quotation documents and compile specifications, 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. 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 the 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. Provide extended Public works Programme. Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspector. 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 proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 32/278 : **INSPECTOR MAINTENANCE OPERATIONS (X2 POSTS)**
Component: Inspectorate

SALARY : R413 001 per annum (Level 08)
CENTRE : Capricorn Ref No: S.4/3/10/30 (X1 Post)
Waterberg Ref No: S.4/3/10/182 (X1 Post)

REQUIREMENTS : Trade Diploma. Grade 12. Three (3) years road work maintenance experience. Valid driver's license, with the exception of applicants with disabilities. Skills & Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety act. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Inspect roads maintenance works to monitor compliance with standards/specifications: Check and monitor compliance with standards and specifications. Write reports on quality of the work. Identify gaps and give advice accordingly. Provide expert advice to workers. Recommend actions to be taken. Provide roads maintenance expertise to maintenance teams: Provide work guidance. Identify training needs. Conduct skills audit. Facilitate training. Conduct in-house training. Monitor progress on capital projects: Conduct inspection of capital projects. Attend capital projects meetings. Provide reports. Liaise with communities and RAL on the quality of roads maintenance: Attend joint meetings with RAL and communities on the status of the quality of the roads. Attend road maintenance queries. Provide written reports.

ENQUIRIES : For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 32/279 : **ENGINEERING TECHNICIAN: OHS (GRADE A-C) REF NO: S.4/3/15/8**
Component: Education Infrastructure delivery

SALARY : Grade A: R407 337 per annum
Grade B: R406 086 per annum
Grade C: R518 769 per annum

The Department will determine the salary package based on years of experience post professional registration)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 06 in Engineering as recognized by SAQA. Three years post qualification experience in Technical environment required. Compulsory registration with the ECSA Professional Engineering Technician. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project management. Technical design and analysis knowledge. Research and development. Computer aided-engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer literacy, planning and organizing, problem solving, change management and people management.

DUTIES : Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required: Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/280 : **ARTISAN FOREMAN GRADE A (X5 POSTS)**
Component: Building Maintenance

SALARY : R397 329 per annum, OSD

CENTRE : **Vhembe district:**
Malamulele Building Maintenance (Plumbing) Ref No: S.4/3/2/21 (X1 Post)
Mutale Building Maintenance (Bricklaying) Ref No: S.4/3/2/96) (X1 Post)
Sekhukhune District:
Nebo Building Maintenance (Carpentry) Ref No: S.4/3/2/87 (X1 Post)
Mopani district:
Phalaborwa Building Maintenance Ref No: S.4/3/8/109 (X1 Post)
Giyani Building Maintenance Ref No: S.4/3/8/110 (X1 Post)

REQUIREMENTS : Appropriate Trade Test Certificate as recognised by SAQA. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.

DUTIES : Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES : For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/281 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSETS REGISTER REF NO: S.4/3/9/24**
Component: Immovable Assets Register

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 6 in Real Estate, BSc Property Studies /Property Valuation as recognized by SAQA. Two (2) years' experience in Property Management environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Strategic capability and leadership. Problem solving and analysis Decision making. Creativity. Financial management Customer focus and responsiveness Communication Computer skills. People management Planning and organising.

DUTIES : Provide immovable asset register: Updating the immovable asset register on all changes in terms of information including changes based on condition assessments. Collect information and documentation required to update the immovable asset register. Extracted and analyze data from the Immovable Asset Register for the Annual Financial Statements. Facilitate the submission of all documents pertaining to property according to the Asset System and Plans. Verify the alignment between leases contracts and information captured on the immovable asset register. Update immovable asset register in terms of disposals. Conduct physical verification of Provincial Immovable assets. Facilitate the provision of Immovable Asset Management System. Implement the immovable asset register system. Report failure of system. Provide back-ups for the information as updated. Facilitate the validation of financial information pertaining to acquisition and inclusion in the financial statements. Provide admin support services within the immovable assets register component: Provide support in liaising with internal and external stakeholder in relation to procurement of goods and services. Provide support in obtain quotations, complete procurement forms for the purchasing of standard office items. ·Ensure stock control of office stationery. Update the Immovable Asset register of the component. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/282 : **ADMINISTRATIVE OFFICER: EPWP REF NO: S.4/3/4/17**
Component: Director's office

SALARY : R338 106 per annum (Level 07)
CENTRE : Vhembe district
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF Level 6 in Developmental Studies/ Public Administration/Management as recognized by SAQA. Two (2) years' experience in EPWP environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and

leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.

DUTIES : Coordinate EPWP Implementation in the District: Facilitate recruitment of EPWP new intake. Establish Project list of projects implemented by the Department (e.g. NYS and Empowerment projects implemented in all Cost Centres). Collect monthly attendance of participants and submit to Finance for payment. Provide support to implementing bodies on the data collection tool and EPWP prescripts. Attend Municipal infrastructure monthly meetings (MIG). Compile data tool of each project and submit to Head Office for uploading on the system. Keeping records of submitted and captured data. Monitoring of EPWP in the District. Visit EPWP Projects monitoring for compliance with EPWP prescripts. Attend quarterly EPWP M & R and District forum. Compile monthly report. Manage utilization and development of the trainees including coordinating compensation: Facilitate the training of the beneficiaries. Identify the needs of the District and beneficiaries. Liaise with Head Office and other relevant government developmental on EPWP related issues. Advice and implement trainees mentorship and development.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 32/283 : **PROVISIONING ADMINISTRATIVE OFFICER (X2 POSTS)**
Component: Elias Motswaledi and Mogalakwena Stores

SALARY : R338 106 per annum (Level 07)
CENTRE : Elias Motswaledi Stores Ref No: S.4/3/9/68
Mogalakwena Stores Ref No: S.4/3/9/67

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/ Management / Administration, Logistics/ Assets Management. 02 years' experience in Logistics/ Assets Management. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Knowledge and understanding of the following: Assets Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication Computer skills People management Planning and organizing.

DUTIES : Provide stock needs analysis and performance: Conduct stores needs analysis. Compile monthly stores specification report and submit to the district office. Compile the stores budget analysis. Compile register of frequently and non -frequent used items. Provide the stores: Receive goods from the supplier. Approve stores received on the system. Monitor the issuing of stores and the Bin cards. File all documents in a chronological order and compile monthly report. Conduct stock taking: Check stock against the tally cards and bin cards. Balance the ledger at the end of the year, Identify redundant, non-serviceable and obsolete equipment for disposal, Compile monthly stock-taking reports. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.

ENQUIRIES : For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 32/284 : **ADMINISTRATIVE OFFICER: FACILITIES SERVICES REF NO: S.4/3/3/79**
Component: Facilities Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Mopani District: Ba-Phalaborwa Cost Centre
REQUIREMENTS : Grade 12/ Matric certificate and a qualification at NQF Level 06 as recognized by SAQA in Office Administration /Public Administration/Public Management. Two (02) years of experience in Facilities Management. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills:

Problem solving and analysis. Decision making. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitations. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, knowledge and understanding of office management.

DUTIES : Provide landscaping services, Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsman to serve the district office and cost centres. Provide cleaning services, Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. Provide waste management services, Implement waste management plan. Facilitate sorting and shredding of wastepaper. Liaise with service provider with regards to collection of packaged wastepaper. Provide resource (Human, Financial and Equipment) Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job descriptions to subordinates. Manage division leave matters.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/285 : **ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: S.4/3/8/50**
Component: Corporate Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Mopani District: Ba-Phalaborwa Cost Centre
REQUIREMENTS : A qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/ Science /Studies/Archival Studies. Two (02) years of experience within Records and Information Management environment. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

DUTIES : Provide the administration of Human Resource records: Assist in the development of file plan. Manage security of records. Verify the classification and reference of records. Manage filling of documents. Provide the administration of General records: Assist in the development of file plan. Ensure security of records. Verify the classification and reference of records. update filling of documents. Provide the administration of postal and messaging services: Implement postal and messaging strategy and plans. Register and deliver documents/ correspondence. Render courier services. Facilitate the renewals of franking machine and mailbags. Provide the administration of records disposal: Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. Manage and utilise resources (human, financial, & physical: Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/286 : **STATE ACCOUNTANT REVENUE AND SYSTEMS CONTROL REF NO: S. 4/3/9/188**
Component: Management Accounting

SALARY : R338 106 per annum (Level 07)

CENTRE	:	Head Office- Polokwane
REQUIREMENTS	:	Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment. Trained on finance systems (BAS, LOGIS, PERSAL and PASTEL). Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing.
DUTIES	:	Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. Provide cash book: Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. Provide system maintenance: Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Provide user support: Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.
ENQUIRIES	:	Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: 015 284 7586/7627/7262
POST 32/287	:	**STATE ACCOUNTANT REF NO: S.4/3/9/44** Component: Financial Management
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Vhembe District
REQUIREMENTS	:	Grade 12/ Matric and a qualification at NQF Level 6 in Financial Accounting, Financial Management/ Administration/ Cost Accounting as recognized by SAQA. 2-3 years' experience in the finance environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of Treasury Regulations, PFMA, DORA, PPPFA. Knowledge of PERSAL & BAS systems. People management. Planning and organising. Conflict management. Problem solving and analysis. Decision making. Creativity. Financial management. Communication. Computer skills.
DUTIES	:	Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Reconcile supplier statements against payments. Negotiate with suppliers regarding payments. Compile monthly register for fruitless and wasteful expenditure and submit to Head Office. Compile monthly report for payments made after thirty (30) days. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Provide revenue: Collection of Government money. Issue receipts manual or online under correct allocation. Register receipts in cash book. Deposit money. Balance receipts, cash book and deposit book. Verify bank money. Verify and approve receipts in the BAS. Day-end receipts on BAS. Confirm deposits on BAS. Monitor online receipts and deposits for reconciliation. Compile monthly reports. Keep a register for reserve face value forms. Facilitate debt: Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Receive advice from Head Office to implement DEBT ON PERSAL in cases where the debtor is a government/department employee. Liaise with Head Office in updating BAS records. Conceive reports from Head Office in clearing of Debts. Close Debt files. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure

capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 32/288 : **WORKS INSPECTOR REF NO: S.4/3/10/200**
Component: Inspectorate Services

SALARY : R280 278 per annum (Level 06)
CENTRE : Mopani district
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent, or N 3 and a trade test in the building environment, or Registration as an Engineering Technician, and Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Teamwork. Computer. Planning and organising. Language. Good verbal and written communication. Accuracy. Flexibility. Co-operative.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis. Check if new and/or maintenance work undertaken on project sites are following all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyze and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is following all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works Programme. Gather and submit information in terms of the extended public works Programme.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/289 : **ARTISAN PRODUCTION GRADE A, (X1 POST)**
Component: Mechanical Workshop

SALARY : R253 341 per annum, (OSD)
CENTRE : Vhembe District – Sibasa Mechanical Workshop
REQUIREMENTS : Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

DUTIES : Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. Provide mechanical expertise: Carry out services as per service category and complete standards.

Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cords after competing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job records and other registers. Maintain and adhere to agreed development plan.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 32/290 : **ARTISAN PRODUCTION GRADE A (X9 POSTS)**
Component: Building Maintenance

SALARY : R253 341 per annum, OSD

CENTRE : **Vhembe district:**
Makhado building Maintenance (Painting) Ref No: S.4/3/2/92 (X1 Post)
Hlanganani building Maintenance (Painting) Ref No: S.4/3/2/93 (X1 Post)
Thohoyandou building maintenance (Painting) Ref No: S.4/3/2/94 (X1 Post)
Dzanani Building Maintenance (Bricklaying) Ref No: S.4/3/2/95 (X1 Post)
Sekhukhune District:
Tubatse Building Maintenance (Plumbing) Ref No: S.4/3/2/20 (X1 Post)
Thabamoopo Building Maintenance (Welding) Ref No: S.4/3/2/44 (X1 Post)
Capricorn district:
Blouberg building maintenance (Painting) Ref No: S.4/3/2/196 (X1 Post)
Waterberg District:
Mokopane Mechanical Workshop (Electrical) Ref No: S.4/3/2/111 (X1 Post)
Mopani district:
Phalaborwa Building Maintenance Ref No: S.4/3/8/108 (X1 Post)

REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No (015) 636 8300/8330.
For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/291 : **ARTISAN PRODUCTION GRADE A**
Component: Drainage structures

SALARY : R253 341 per annum, OSD

CENTRE : Capricorn district

REQUIREMENTS : Appropriate Trade Test Certificate in Steel & shuttering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with

disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612

POST 32/292 : **ROAD WORKS FOREMAN (X3 POSTS)**
Component: Routine Maintenance

SALARY : R237 453 per annum (Level 05)
CENTRE : **Sekhukhune district:**
Tsimanyane Roads Maintenance Ref No: S.4/3/10/190 (X1 Post)
Groblersdal Roads Maintenance Ref No: S.4/3/10/191 (X1 Post)
Mopani district:
Ba-Phalaborwa Roads Maintenance Ref No: S.4/3/10/201 (X1 Post)

REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and processes. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication People management Planning and organising Conflict management.

DUTIES : Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.

ENQUIRIES : For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/293 : **ADMINISTRATION CLERK**
Component: Lease and Municipal services

SALARY : R237 453 per annum (Level 05)
CENTRE : Mopani district
REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer. Planning and organising. Language. Good verbal and written communication.

DUTIES : Administer rental services: Update and issue monthly rental statements. Update the rental register. Capture and update rental payments system for cash payments. Update register and statistics. Provide safekeeping of rental documents by: File in the respective files. Folio numbers the files. Update the refund register. Update the arrear rental register. Write arrear notifications to tenants. Prepare statement of accounts. Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Remove the property from the Asset Register. Handle routing enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filling system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services. Order office stationery. Keep and maintain the assets register of the component. Provide personnel and financial administration support services. Maintain a leave register for the component. Facilitate traveling and accommodations. Check correctness of subsistence and travel claims of official.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/294 : **ADMINISTRATION CLERK (X2 POSTS)**
Component: Finance: Logistics & Asset Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Vhembe district: Thohoyandou and Collins Chabane Stores
REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
DUTIES : Render asset management clerical support: Bar code new assets. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Conduct assets verification. Update the inventory list. Order stores: Place orders for goods. Receive and verify goods from suppliers. Capture goods in the system, or item registers. Issue stores: Receive Logis requisition form. Check and verify the form with the requester. Issue goods to end users. Issue goods out of the system. Update and maintain register of suppliers. Render stock-taking services: Count the stock level in the stores. Verify the stock against the issuing reports. Balance the stock level.
ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 32/295 : **REGISTRY CLERK REF NO: S.4/3/8/120**
Component: Records Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Mopani district
REQUIREMENTS : A qualification at NQF level 4 as recognised by SAQA. No experience. Knowledge And Skills: Basic knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedure in terms of the working environment.
DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily

basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & 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 amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/296 : **SECURITY OFFICER SUPERVISOR REF NO: S.4/3/11/4**
Component: District Office

SALARY : R237 453 per annum (Level 05)
CENTRE : Waterberg district
REQUIREMENTS : A qualification at NQF level 04 or 05 as recognized by SAQA. Security certificate (A minimum of 1 year of study) Grade B PSIRA certificate. Three (3) years' experience in security Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
DUTIES : Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises Inspect and report all none functioning of security measures (e.g. XRay machines, Walk-through metal detectors, security lights and etc.). Check incidents / occurrence books/registers. Monitor and provide support in case of emergencies. Administrative and related functions: Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services: Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department`s assets: Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.
ENQUIRIES : Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 32/297 : **ADMINISTRATION CLERK REF NO: S.4/3/8/75**
Component: Auxiliary Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Mopani district
REQUIREMENTS : A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of relevant Public Service. Communication skills. Planning and organising. Computer literacy.
DUTIES : Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management. Update fleet management registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain

the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Render financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/298 : **ADMINISTRATION CLERK: FLEET MANAGEMENT REF NO: S.4/3/8/84**
Component: Auxiliary Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Head Office - Polokwane
REQUIREMENTS : A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of relevant Public Service. Subsidized Vehicle Motor Transport Handbook version 1 of 2017. Government Motor Transport Handbook version 1 of 2019. Public Finance Management Act, Act No. 1 of 1999 as amended. Communication skills (verbal and written). Planning and organising. Data capturing. Collecting statistics. Presentation skills. Functional computer literacy (MS word, PowerPoint, Excel and Outlook).
DUTIES : Render administration clerical support on government-owned vehicles: Allocate and issue government vehicles to the users. Receive and verify log sheets & trip Authorization forms upon vehicle return. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management. Capture and update fleet management registers and statistics. Handle routine enquiries. Maintain accurate fleet records (Approved Trip Authorization forms, Exemptions, Log sheets etc). Conduct pre and post vehicle inspections. Reconcile log sheets, fuel receipts, Trip Authorization forms and transaction reports from the suppliers. Book vehicles for maintenance and repairs. Capture & Issue traffic fines to the responsible driver. Ensure that vehicles licence are renewed on time. Safeguard fleet management assets, including fuel cards, vehicle keys, licenses, and fleet-related equipment. Render administration clerical support on Subsidised Vehicle Motor Scheme A & B. Verify the accuracy of Scheme A, B fuel claims in line with the policy. Submit accurate fuel claims for payment. Capture and update fuel claims on systems. Attend to queries related to fuel claims. Keep accurate records of fuel claims processed each month. Conduct monthly vehicle inspection on Scheme A vehicles. Capture and update fleet management registers and statistics. Liaise with the service providers on matters related to fleet. Render administration clerical support on MMS/SMS running allowances. Verify the accuracy of MMS/SMS fuel claims in line with the policy. Submit accurate fuel claims for payment. Capture and update fuel claims on systems. Attend to queries related to MMS/SMS fuel claims. Keep accurate records of fuel claims processed each month. Capture and update fleet management registers and statistics. Render administration support services on financial and physical resources in accordance with the relevant policies and legislative frameworks: Capture and update fleet expenditure for G-Cars, Subsidised vehicle Scheme A & B, and MMS/SMS running allowances. Verify supporting documents for payments and ensure compliance with financial prescripts and departmental policies. Assist with the preparation of audit files and provide supporting documentation during internal and external audits. Identify and report discrepancies, irregularities, or potential risks relating to fleet expenditure and resource management. Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations, departmental policies, and other relevant legislative frameworks. Compile monthly, quarterly and annual expenditure reports for management.
ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 32/299 : **PERSONNEL OFFICER (X3 POSTS)**
Component: Human Resource Management

SALARY : R237 453 per annum, (Level 05)
CENTRE : Vhembe Ref No: S.4/3/8/53 (X2 Posts)
Sekhukhune Ref No: S.4/3/8/81 (X1 Post)

REQUIREMENTS : A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Interpersonal relations. Flexibility. Computer. Communication skills (good verbal and written).

DUTIES : Render administration clerical support of recruitment services. Receive application forms from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district. Capture appointment on PERSAL system. Verify qualifications with academic institutions and other authorised bodies. Update PERSAL system in terms of personnel qualifications. Render administration clerical support of conditions of services. Receive notification of service termination due to death/ resignation, retirement (normal and early retirement). Circulate route form to relevant section for liabilities. Effect termination on the PERSAL system upon receipt. Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms. Verify correctness of the forms and attachments. Capture benefits. Facilitate state guarantees. Issue the leave forms. Verify correctness of the forms and attachments. Acknowledge the receipt of leave applications. Capture leave on the PERSAL system. Conduct districts leave auditing. Render administration clerical support for post establishment and HR system. Receive transfer application letter. Verify correctness of the application and attachments. Verify the availability of post. Capture PERSAL transaction. Compile monthly statistics on transfers. Conduct district head count. Render administration clerical support for district human resource development services. Create a training/ learning programmes database according to the WSP. Make logistical arrangements for the training programme. Liaise with personnel about the training logistics in time. Issue and receive the course attendance form from personnel. Capture the certificate(s) on PERSAL system. Liaise with head office on schedule of courses to be attended. Verify the compilation of performance management and development system documentation. Make logistical arrangements for performance management and development system moderation. Implement rewards on the PERSAL systems.

ENQUIRIES : For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 32/300 : **SWITCHBOARD OPERATOR (X4 POSTS)**
Component: Auxiliary Services

SALARY : R201 093 per annum (Level 04)
CENTRE : Vhembe Ref No: S.4/3/8/101 (X1 Post)
Waterberg Ref No: S.4/3/8/21 (X1 Post)
Capricorn Ref No: S.4/3/8/110 (X2 Posts)

REQUIREMENTS : A qualification at NQF Level 04 as recognised by SAQA. Knowledge And Skills: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.

DUTIES : Render switchboard services: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Maintain switchboard system: Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of order. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.

ENQUIRIES	:	For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790. For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
POST 32/301	:	**FOREMAN: CLEANING AND GROUNDS REF NO: S.4/3/3/55** Component: Facilities Services
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Mopani district- Ba-Phalaborwa Cost Centre
REQUIREMENTS	:	A qualification at NQF level 04 as recognized by SAQA. Knowledge And Skills: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising. Flexibility. Co-operative. Team player.
DUTIES	:	Supervise cleaners: Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Provision and monitor of cleaning services: Oversee and monitor cleaning of: Offices. Corridors. General kitchen. Restrooms. Elevators. Boardrooms. Provision and monitor of grounds services: Oversee and monitor cleaning of: Surroundings. Premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment's: Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.
ENQUIRIES	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
POST 32/302	:	**TRADESMAN AID (X5 POSTS)** Component: Auxiliary Services
SALARY	:	R170 226 per annum (Level 03)
CENTRE	:	Mopani district: Giyani Building Maintenance Ref No: S.4/3/2/40 (X4 Posts) Capricorn district: Molemole Building Maintenance Ref No: S.4/3/2/41 (X1 Post)
REQUIREMENTS	:	A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.
DUTIES	:	Provide assistant in maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. Repair, clean service and safe keeping of equipments and tools according to standard: Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.
ENQUIRIES	:	For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
POST 32/303	:	**DRIVER OPERATOR (X9 POSTS)** Component: Routine Maintenance
SALARY	:	R170 226 per annum (Level 03)
CENTRE	:	**Capricorn District:** Mothapo Roads Maintenance Ref No: S.4/3/10/186 (X1 Post) **Sekhukhune District:** Nebo Roads Maintenance Ref No: S.4/3/10/158 (X1 Post) **Waterberg district:** Dwaalboom Roads Maintenance Ref No: S.4/3/10/201 (X2 Posts) (1 re-advert) Lephalale Roads Maintenance Ref No: S.4/3/10/199 (X1 Post) (re-advert) Regravelling Ref No: S.4/3/10/181 1 Post) (re-advert) Roedtan Ref No: S.4/3/10/181 (X1 Post) (re-advert) **Mopani district:** Letaba Roads Maintenance Ref No: S.4/3/10/123 (X2 Posts)
REQUIREMENTS	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Minimum 2 years driving and operating specialized equipment experience. Knowledge And Skills: Knowledge of relevant Acts and regulations· Operating roads machinery· Health and safety

measures· Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.

DUTIES : Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.

ENQUIRIES : For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 32/304 : **ROAD WORKER (X6 POSTS)**
Component: Routine Maintenance

SALARY : R170 226 per annum (Level 03)

CENTRE : **Sekhukhune district:**
Hoeraroep Roads Maintenance Ref No: S.4/3/10/135 (X1 Post)
Nebo Roads Maintenance Ref No: S.4/3/10/173 (X1 Post)
Waterberg district:
Vaalwater Roads Maintenance Ref No: S.4/3/10/183 (X2 Posts)
Hessie Se Water Roads Maintenance Ref No: S.4/3/10/180 (X1 Post)
Mopani district:
Tzaneen Roads Maintenance Ref No: S.4/3/10/53 (X1 Post)

REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.

DUTIES : Perform routine activities in respect of road maintenance and construction through: Construction of culvet and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.

ENQUIRIES : For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.

POST 32/305 : **DRIVER REF NO: S.4/3/10/110**
Component: Building Maintenance

SALARY : R170 226 per annum (Level 03)

CENTRE : Waterberg district: Modimolle Building Maintenance

REQUIREMENTS : Grade 10 qualifications/A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license with Professional Driving Permit (PDP). Seven (7) to twelve (12) months driving experience. Knowledge And Skills: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle Procedure to ensure that the vehicle is maintained properly. Confidentiality Flexible Good communication High standard of workmanship.

DUTIES	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
ENQUIRIES	:	Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
POST 32/306	:	**GROUNDSMAN (X4 POSTS)** Component: Facilities Services
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	**Mopani district:** Facilities Services Ref No: S.4/3/3/95 (X1 Post) **Sekhukhune district:** Ephraim Mogale Cost Centre Ref No: S.4/3/3/99 (X1 Post) Makhuduthamaga Cost Centre Ref No: S.4/3/3/126 (X1 Post) Facilities Services Ref No: S.4/3/3/127 (X1 Post)
REQUIREMENTS	:	A qualification at NQF Level 2 as recognized by SAQA. Knowledge And Skills: cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic numeracy. Basic interpersonal relationship. Basic literacy. Organizing.
DUTIES	:	Maintain premises and surroundings: clean premises and surroundings. Empty dirty bins. Maintain the Garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunction of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Keep gardening materials and equipment: Cleaning of machines and equipment after use request gardening materials.
ENQUIRIES	:	For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.
POST 32/307	:	**CLEANER REF NO: S.4/3/3/96** Component: Property and Facilities Management
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Mopani district - Giyani Cost Centre
REQUIREMENTS	:	Grade 08/ABET/AET qualifications/A qualification at NQF level 02 as recognised by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
DUTIES	:	Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas. Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils. Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines (microwares, vacuum cleaners etc.) and eequipment's after use, request cleaning materials.
ENQUIRIES	:	Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

ANNEXURE T

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.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 18 September 2026
NOTE : 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 32/308 : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: MPDOH/SEP/26/1510**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF 7) in Finance, Financial Accounting / Management as recognized by SAQA. At least five (5) years' experience in financial accounting / management at Senior Management Service (SMS) level. Nyukela Public Service SMS Pre-entry Programme Certificate. A valid driver's licence. Skills: Proven experience in public sector accounting, reporting, risk management, internal controls and/or auditing. Proven experience in managing Supply Chain Management and fraud prevention. Experience in programme management as well as diversity and change

management. Clear understanding of priorities of government. High level of communication and consultation skills. Ability to work proactively and under pressure. Track record in the preparation and management of strategic plan, business plans and budgeting ability to implement, monitor and evaluate internal systems controls to ensure sound financial management and other resources management practices. An in-depth knowledge of PFMA, Treasury Regulations and PPPFA. An understanding of good cooperate governance principles (King III) and all other relevant financial regulations and budget laws. Public Service Act. Public Service Regulation. National Treasury regulations. National Treasury/Practice Notes. National Treasury & DPSA Circulars. General Accounting Principles. Division of Revenue Act. SCM Guidelines and Frameworks Public Service Regulation; and other relevant acts, policies and regulations. Planning. Team development. Decision making. Problem solving. Report writing & general (Academic) writing skills. Financial management. Budgeting systems. Analytical skills. Management skills. Written Communication: Prepare reports required in terms of Public Service statutory framework by collecting, formatting & explaining information.

DUTIES : Develop, implement and maintain appropriate mechanisms/strategic to timeously respond to the changing needs of financial information and the interpretation thereof. Give expect advice on the strategic financial planning of the Department through analysis of budget and expenditure patterns, financial status, financial plans, past and present financial operation and estimates of future revenues and expenditures. Ensure that financial resources and assets of the department are utilized effectively and economically to ensure the objectives of the strategic plans. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of systems and timeous corrective action. Assists the Head of Department by applying cost – benefit analysis principles to certify value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early arrangement at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other government policies. Facilitate Risk Management in the Department and maintain an internal audit system and external audit processes. Ensure that fraud and prevention systems are implemented. Monitor the implementation of the Departmental Clean Audit Strategy. Oversee the preparation and submission of annual financial statements and liaise with the Auditor – General. Liaise with relevant role – players within National and Provincial Department. Responsible for management of Human Resources in the respective Chief Directorate.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 32/309 : **DIRECTOR: COMMUNICABLE DISEASES CONTROL REF NO: MPDOH/SEP/26/1511**

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

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : An under-graduate qualification (NQF Level 7) in Health Sciences as recognised by SAQA. At least five (5) years' experience in Public Health Services at a middle / senior managerial level. Nyukela Public Service SMS Pre-entry Programme Certificate. Proven knowledge and experience in Health Services delivery at Primary Health Care and hospital level within the District Health System, in line with relevant legislation, policies, and regulations within the Public Sector. Experience in managing emerging, re-emerging, malaria, and vector-borne diseases. A Master's degree in Public Health qualification will be an added advantage. A driver's license. Strategic and Leadership abilities. Financial Management; Project management, problem-solving and analysis. Change management, decision-making, conflict management, verbal communication and report writing skills. People management, Client-orientated and customer-focused. Computer literacy. A dynamic individual with excellent management skills. A proactive thinker; effective reporting, interpersonal, negotiation, and communication skills are essential.

DUTIES : Ensure optimal provision of communicable disease control and management in the Province. Ensure the development, implementation, and monitoring of strategic and operational plans for the Province. Submit timely weekly, monthly,

quarterly, and annual reports regarding programme activities. Develop, maintain and implement the strategies and policies in line with National Health-related legislation and frameworks. Provide strategic leadership and Human Resource Management and Development. Prepare and maintain the programme's resources and meet the Health and Service needs of the province in accordance with the relevant prescripts. Represent the province of the Department at relevant forums. Facilitate the development and implementation of the system geared towards the improvement of service delivery.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

OTHER POSTS

POST 32/310 : **CLINICAL TECHNOLOGIST GRADE 1: NEPHROLOGY REF NO: MPDOH/SEP/26/1513 (X2 POSTS)**

SALARY : R413 121 – R472 359 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technology. Current registration with the HPCSA as Clinical Technologist (2026). Basic life support (BLS). A minimum of two (2) years Dialysis experience will be an added advantage. Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge and insight related to dialysis machines and reverse osmosis/water purification system. Knowledge of infection prevention and control (IPC) protocols. Basic computer literacy. Knowledge of relevant legislation and policy related to nephrology. Ability to function independently as well as part of a multidisciplinary team. Effective communication. Good organizational skill and ability to function under pressure. Must be prepared to work shifts, weekends and public holidays.
DUTIES : Deliver safe, comprehensive and quality patient care, with specific reference to renal disease treatment and education according to the Scope of Practice and Renal Care policies and standard procedures. Demonstrate knowledge of Acute Dialysis and Chronic Dialysis Treatment. Clinical record keeping, procedures and protocols. Operate dialysis machine and water purification system. Identify, prevent and manage risks to ensure patient safety. Facilitate a positive patient experience by creating a conducive environment. Develop/modify an integrated, comprehensive patient based care plan. Conduct patient assessment and interpret of blood results.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 32/311 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/SEP/26/1402 (X6 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : Sister Mashiteng CHC (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal

Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 32/312 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/SEP/26/1523 (X10 POSTS)**
(Re-advertisement)

SALARY : R337 359 – R397 392 per annum
CENTRE : Mmametlhake Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINICAL TREASURY

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

APPLICATIONS	:	Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email Online applications should be emailed to specific e-mail addresses under each post. Applications: E-mail: Ncpt-HR@ncpg.gov.za
FOR ATTENTION	:	Ms. SB. Louw
CLOSING DATE	:	18 September 2026
NOTE	:	SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, 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). 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/. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency-based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical

exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All 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

POST 32/313 : **PROVINCIAL AUDIT COMMITTEE MEMBER REF NO: NCPT/2026/23**
The Northern Cape Provincial Treasury invites applications from suitably qualified candidates to serve as Audit Committee Members on the following Cluster Audit Committees:
Term: Three-year contract

SALARY : In accordance with National Treasury and SAICA guidelines
CENTRE : Kimberley
Cluster 1 (Oversight over):
Department of Education
Department of Roads and Public Works
Department of Economic Development and Tourism
Northern Cape Economic Development, Trade and Investment Promotion Agency
Northern Cape Gambling and Liquor Board
Cluster 2 (Oversight over):
Department of Health
Department of Social Development
Department of Transport, Safety and Liaison
Cluster 3 (Oversight over):
Department of Agriculture, Environmental Affairs, Rural Development and Land Reform
Department of Cooperative Governance, Human Settlements and Traditional Affairs
Department of Sport, Arts and Culture
McGregor Museum
Cluster 4 (Oversight over):
Office of the Premier
Provincial Treasury
Joint Audit Committee Chairperson (Oversight over):
Cluster Audit Committees
Please note that some of the listed public entities may be delisted or merged.

REQUIREMENTS : A Degree (NQF Level 7) in Human Resource Management, Legal, Accounting, Finance, IT, Auditing, Risk Management, Internal Control, Governance, or a related field. A minimum of five (5) years' executive management experience in any of the above-mentioned fields. Proven experience in participating in governance structures. Ability to dedicate sufficient time to Audit Committee responsibilities Skills & Knowledge: Information technology and communication acumen. Analytical and problem-solving skills. Strong communication and interpersonal skills. Planning and organisational skills. Project management and report writing skills. Knowledge of the PFMA, its Regulations, Modified Cash Standards, GRAP, and relevant National Treasury practice notes. Understanding of the roles of Internal and External Auditors. Knowledge of the Public Service Regulatory Framework.

DUTIES : The Audit Committee serves as an independent advisory body to assist departments and public entities in fulfilling their oversight responsibilities relating to internal control, risk management, and governance. Responsibilities include: Assisting the Accounting Officer in the effective execution of their duties. Performing functions as outlined in the Audit Committee Charter. Attending and participating in at least four (4) meetings per annum (primarily virtual)

ENQUIRIES : Ms A Naidoo at 063 691 9929 | ANaidoo@ncpt.gov.za

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 28 September 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/314 : **STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 36/2026 (X3 POSTS AVAILABLE IN GEORGE, STELLENBOSCH AND BOLAND)**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government.
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Extensive fieldwork and exposure to infectious diseases; Ability to work in high-pressure outbreak environments; Physical mobility and ability to conduct inspections and investigations; Availability for after-hours and emergency response. Skills in the following: Computer literacy; Financial Management; Statistical; Research; Analytical; Communication; Interpretation.
DUTIES : Animal Health Services and Disease Control; Epidemiology and Data management; Veterinary Laboratory and Diagnostic Services; Veterinary Public Health and Food Safety Regulatory Services and Compliance; Extension Services and Stakeholder Engagement; Emergency Preparedness/Early warning and Risk Management; Administration and Management.
ENQUIRIES : Dr N Magadla Tel No: (021) 808 5250
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 32/315 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: AGR 32/2026**
(Posts available at Various Locations)

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree (equivalent or higher qualification) in Animal Health as recognized by SAQA; Valid registration with South African Veterinary Council; A minimum of 3 years appropriate experience within Animal Health environment; A valid driving licence. Competencies: Working knowledge and understanding of the following: Extensive fieldwork under varying environmental conditions; Exposure to infectious diseases and

biohazards; Physical mobility and ability to work with animals; Availability for emergency disease response (including after-hours). Skills in the following: Proven computer literacy (MS Office); Communication (written and verbal) skills; Supervisory skills; Investigation skills; Report writing; Analytical skills; Interpretation skills; Interpersonal skills.

DUTIES : Manage and implement the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis; Manage a support service with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement; Manage extension services on animal health to animal owners; Supervise the resources of the Component; Disease Surveillance, Control and Outbreak Management; Epidemiology and Data Management Regulatory Compliance and Law Enforcement; Veterinary Public Health and Biosecurity; Extension Services and Stakeholder Engagement; Resource and Team Management; Administration and Reporting.

ENQUIRIES : Dr NR Magadla Tel No: (021) 808 5250

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

POST 32/316 : **ASSISTANT DIRECTOR: REVENUE AND EXPENDITURE CONTROL REF NO: AGR 31/2026**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree at NQF level 7 (equivalent or higher) in Financial/Management Accounting, Financial management or related field; A minimum of 3 years relevant supervisory/ management accounting experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Basic Accounting System (BAS); Public service procedures, processes and systems; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Financial analytical; Financial management; Planning and organising; Communication (written and verbal); Problem-solving and decision-making; Report writing and presentation; People management.

DUTIES : Facilitate and monitor the in year monitoring system (IYM); Effective co-ordination, compilation and registration of the Medium Term Expenditure Framework (MTEF) and registration of the Adjusted budget process; Completion of the Annual Financial Statements; Appropriation statement; Design, development and implementation of Management Accounting policies and procedures with regards to SCOA; Review and maintain departmental tariff process for relevant programmes; Managerial functions.

ENQUIRIES : Ms D Zana Tel No: (021) 808 7604

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

POST 32/317 : **ADMINISTRATION CLERK: WORCESTER VELD RESERVE REF NO: AGR 30/2026**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A valid code (B or driving license), NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills

		needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Planning and organisation; Ability to work independently and as part of a team.
DUTIES	:	Render general clerical support services; Provide supply chain clerical support services; Provide personnel administration clerical support services; Provide financial administration support services and provide a reception service.
ENQUIRIES	:	Mr R Swart Tel No: (021) 808 7809.
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/318	:	**FARM FOREMAN: FARM SERVICES: NORTIER (LAMBERTS BAY) REF NO: AGR 33/2026**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	Senior certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid (Code B or driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and good understanding of the following: Livestock management record keeping; Technical expertise and knowledge in crop production methods irrigation, planting and fertilization; Infrastructure maintenance Building of new fences and pipelines; Equipment maintenance; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Staff supervision; Operational management; Problem-solving; Ability to work independently and as part of a team.
DUTIES	:	Oversee the execution of routine activities in respect of crop production; Oversee the execution of routine activities in respect of livestock; Oversee the execution of general farm routine activities; Oversee the execution of general routine activities in respect of infrastructure and perform all administrative and related functions.
ENQUIRIES	:	Mr C Rheeder Tel No: (021) 808 7789
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/319	:	**FARM AID: FARM SERVICES: OUDTSHOORN REF NO: AGR 34/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	Abet level 2 certificate or equivalent. Competencies: Working knowledge and understanding of the following: Rearing ostrich chicks; General farm work; General routine activities with regards to infrastructure; Perform routine activities in respect of livestock; Perform routine activities in respect of plant production; Handling of ostriches; Research techniques; Cleaning routine activities in respect of infrastructure: Skills in the following: Communication skills (written and verbal); Numeracy; Literacy; Operating equipment; Ability to work independently and as part of a team.
DUTIES	:	Perform general activities in respect of livestock: Care for sick livestock, dipping, vaccination and dosing; Perform general activities which would: Cleaning of facilities, disposal of farm waste material; Perform general activities in respect of infrastructure: Maintain fences, pipelines, canals, dams, drinking troughs, animal housing; building; Maintain water supply system.
ENQUIRIES	:	Mr S. Engelbrecht Tel No: (044) 203 9408.
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or .Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3.Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 32/320 : **FARM AID: FARM SERVICES: OUTENIQUA REF NO: AGR 35/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Abet level 2 certificate or equivalent. Competencies: Knowledge and understanding of the following: Farm infrastructure construction and maintenance; General maintenance of infrastructure; General Farmwork; Working with farm animals and pastures; Skills in the following: Communication (written and verbal); Ability to work independently and as part of a team; Ability to handle and carry weights of up to 50 kg; Numeracy; Literacy; Driving; Operating equipment.
DUTIES : Perform general activities in respect of crop production: Irrigation of crops, Soil cultivation and preparation (cleaning and hoeing); Perform general activities in respect of livestock: Care for sick livestock's, dipping, vaccination and dosing; Perform general activities which would: Cleaning of facilities, disposal of farm waste material; Perform general activities in respect of infrastructure: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing; building; Maintain windmills and water supply system.
ENQUIRIES : Mr H Gerber Tel No: (044) 803 3727
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2.Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3.Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 28 September 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please

ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/321	:	**ASSISTANT DIRECTOR: CULTURAL SUPPORT REF NO: CAS 22/2026**
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 5 years' relevant experience. Competencies: Knowledge of the following: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration. Knowledge and understanding of public service procedures, processes and systems; regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; the functioning of the Province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general; stakeholder management. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Accounting; Finance; Audit.
DUTIES	:	Provide support services for cultural facilities to ensure a safe and enabling environment for cultural programmes and initiatives; Provide administrative support services to the component; Provide secretariat services to the Western Cape Cultural Commission; Operational Management; People Management; Financial Management.
ENQUIRIES	:	Mr T Mchunu Tel No: (021) 483 9672.
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/322	:	**ACCOUNTING CLERK: ASSURANCE SERVICES REF NO: CAS 23/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; insight of the Public Service financial legislations, procedures and Treasury regulations Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA),Financial Manual; financial operating systems Personnel and Salary System(PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS). Skills in the following: Numeracy; Literacy; Language skill; Computer Skills; Planning and organisation; Good verbal and written communication skills; Ability to perform routine tasks; Ability to operate office equipment's.
DUTIES	:	Render clerical support services with regard to assurance services, and governance, fraud and losses management services; Perform general administrative tasks within the Internal Control unit; Perform Financial Accounting and Salary Administration support services; Perform bookkeeping and budget support services.
ENQUIRIES	:	Mr. D Esau Tel No: 021 483 9633.
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 32/323	:	**MUSEUM ASSISTANT: SATELLITE MUSEUM (GEORGE) REF NO: CAS 24/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Cultural Affairs and Sport, Western Cape Government.
REQUIREMENTS	:	Grade 12 equivalent or higher qualification (NQF 4); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills. Ability in the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Communicate (verbally or in writing) with ease and confidence.
DUTIES	:	Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.
ENQUIRIES	:	Mr. M Ntsham Tel No: (044) 873 5343
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/324	:	**MUSEUM ASSISTANT: SATELLITE MUSEUM (TULBAGH) REF NO: CAS 25/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS	:	Grade 12 equivalent or higher qualification (NQF 4); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills. Ability in the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Communicate (verbally or in writing) with ease and confidence.
DUTIES	:	Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.
ENQUIRIES	:	Mrs. S van Niekerk Tel No: (023) 230 0148
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/325	:	**MUSEUM ASSISTANT: SATELLITE MUSEUM (SIMONSTOWN) REF NO: CAS 26/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS	:	Grade 12 equivalent or higher qualification (NQF 4); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills. Ability in the following: Motivate own ideas and approaches; Breakdown problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Communicate (verbally or in writing) with ease and confidence.
DUTIES	:	Assistance with the administration of the museum and related activities; Facilitate, present and implement public programmes and maintain public relations; Facilitate, present and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum.
ENQUIRIES	:	Ms T Wentzel Tel No: (021) 786 3046
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/326	:	**LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 27/2026** (Various Posts available in Cape Town)
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Department of Cultural Affairs and Sports, Western Cape Government
REQUIREMENTS	:	Grade 10 (Junior certificate or equivalent qualification). Competencies: A good understanding of the following: Working with people; Working as part of a team; Following instructions and procedures; Delivering results and meeting customer expectations; Achieving personal work goals and objectives; Numeracy; Computer Literacy; Language skills.
DUTIES	:	Physically processing of new library material; Weekly counting, packing and dispatch of new library material to regional offices; Enter item records on Library Information Management System; Administrative duties.
ENQUIRIES	:	Mr B Meyer Tel No: (021) 483 2309
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE	:	28 September 2026
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed

and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 32/327 : **CONTROL ENVIRONMENTAL OFFICER: CLIMATE CHANGE (ADAPTATION) REF NO: EADP 22/2025R1**

SALARY : Grade A: R636 978 - R728 646 per annum, (OSD as prescribed).
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Social, Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: The development and/or the implementation of climate change adaptation related policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes across multiple sectors; Development and rollout of financing and funding models. Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.
DUTIES : Contribute to the review and update of the Western Cape Climate Change Response Strategy and Implementation Plan and monitor, assess, drive and report on climate change response implementation in the Western Cape; Guide, coordinate and position adaptation response actions through mainstreaming the Western Cape Climate Change Response Strategy and implementation plan across provincial sectors and into local provincial level initiatives, policies, strategies and plans where applicable as well as associated monitoring, evaluation and reporting; Develop, drive and support the implementation of a climate change adaptation pathway for the province that is aligned with the Western Cape Climate Change Response Strategy and that is pro-poor, inclusive and just; Conduct research as required such as climate change adaptation strategies, risk and vulnerability assessments, monitoring and evaluation, climate budget tagging, etc; Undertake presentations, capacity building sessions and workshops on climate change to local government, business, civil society and other stakeholders; Coordinate and participate in international climate change adaptation platforms and compile adaptation focused climate change funding applications, particularly large international funding opportunities; Project, Human Resources and Financial Management.
ENQUIRIES : Ms G Isaacs Tel No: (021) 483 2775

DEPARTMENT OF HEALTH AND WELLNESS

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

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 18 September 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.
ERRATUM: Kindly note that the advert for the POST 31/426: Medical Specialist Grade 1 To 3 (Orthopaedic Surgery) , Salary R 468 459 per annum Centre: Karl Bremer Hospital, advertised in the Public Service Vacancy 31 dated 28 August 2026, with reference number: Post 31/426 has been amended as follows: Post title: Medical Officer Grade 1 to 3 (Orthopaedic Surgery) , 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.)

OTHER POSTS

POST 32/328 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiology. **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 Radiology. **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 Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness and ability to travel within the Metro. Willingness to participate in the commuted overtime system within the Metro Health Services. Competencies (knowledge/skills): Ability to oversee and report on radiological procedures, primarily CT-scanning services at a Regional Hospital. Appropriate experience in teaching, training and supervision of medical staff Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Knowledge and understanding of relevant legislation, hospital procedures and policies. Good computer literacy skills in the MS Office package.

DUTIES : Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. X-ray reporting, provide statistics and strategic planning and assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Clinical Manager. Guide staff, teaching, training and supervision of staff. To support the Metro West platform as required. Efficient use of resources, manage assets, consumables, and services effectively.

ENQUIRIES : Dr J Hendricks Tel No: (021) 402-6479.

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 32/329 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**
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.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.

DUTIES : Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

ENQUIRIES : Dr F Gool Tel No: (021) 377-4382

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

POST 32/330 : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
(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 : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office.

DUTIES : Leadership. Teaching. Administration. Clinical Governance. Innovation and Research. Clinical Service Provision: Patient Care: in and after-hours provision of care.

ENQUIRIES : Dr A Osman or Prof M Patel or Mrs M Koks, tel no. (021) 404 6020 or email: ayesha.osman@uct.ac.za/m.patel@uct.ac.za or marilyn.koks@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. 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 Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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.

POST 32/331 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (DISPUTE RESOLUTIONS, MISCONDUCT AND LITIGATION)**
Directorate: Employee Relations

SALARY : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Head Office, Cape Town (Stationed on the premises of Stikland Hospital)

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Degree/Diploma in Law (LLB) or in Labour Law. Experience: Appropriate experience in the handling and management of labour disputes (conciliation and arbitration), misconduct cases and labour court litigations. Appropriate managerial experience. Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of all relevant Labour Legislation and all other legislation relevant to the Health Sector. Knowledge, experience, and skills wrt dispute resolution of the relevant

Bargaining Council and CCMA. Knowledge, experience, and skills wrt Labour Court procedures and practices. Ability to work under pressure.

DUTIES : Providing formal legal advice and guidance to all relevant stakeholders pertaining to Labour disputes, misconduct and Litigation matters. Researching, analyzing, and evaluating applicable Labour Legislation and case law. Drafting and presenting learning outcomes to all relevant stakeholders in relation to misconduct cases, labour disputes and litigation matters. Managing and presenting evidence regarding misconduct cases, labour disputes and labour court litigation matters. Facilitate training regarding misconduct, labour disputes and labour court matters. Attend, participate and present case law at all ER and all other related forums as requested. Management of Staff within the sub-directorate: Disputes and Litigation Act as Director-ER in the absence of the Director.

ENQUIRIES : Adv W Small Tel No: (021) 831-5852

NOTE : No payment of any kind is required when applying for this post.

POST 32/332 : **ENGINEER PRODUCTION GRADE A TO C (CIVIL/STRUCTURAL)**
Directorate: Infrastructure Planning

SALARY : Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 4-year degree in Civil Engineering (B Eng/BSc.Eng) and three years' post. Qualification engineering experience required. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). **Grade B:** At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Appropriate experience in and understanding the design and construction of complex buildings and associated civil and/or structural infrastructure. Proven experience with feasibility studies in terms of life cycle costing of civil and/or structural engineering elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate civil and/or structural engineering installations, undertake design work and implement corrective measures, where necessary. Oversee implementation (design and construction) and commissioning of civil and/or structural engineering installations. Assist in site investigations and preparation of User Asset Management Plans. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Ms T Crawford, email: Terri-Ann.Crawford@westerncape.gov.za

POST 32/333 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R785 568 per annum

CENTRE : Nomzamo CDC, Khayelitsha/Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least

1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). -OR A4 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 postgraduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (Including the NPO sector). Good interpersonal, leadership and communication skills. Computer literacy. Extensive knowledge with statistical data, financial management and contract Management.

DUTIES : Responsible for the Corporate and Clinical governs of the health facility (services and programs). Responsible for implementing services delivery priorities iro clinical protocols, guidelines and SOP that address the Burden of Disease. Responsible for Quality Assurance; IDEAL Clinic implementation and infrastructure maintenance planning. Management of human and physical resources and control of financial expenditure. -Involvement in training programmes in conjunction with Human Resource development and Training component. Liaise with relevant role players ensuring an integrated service within the district. Provide or assist with services within KESS facilities and across the Metro East Ecosystem in accordance with operational requirements and service delivery needs.

ENQUIRIES : Ms N Peton Tel No: (021) 360-4633

NOTE : No payment of any kind is required when applying for this post. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 32/334 : **QUALITY ASSURANCE MANAGER: CENTRAL HOSPITAL**

SALARY : R650 742 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Four-year National Diploma / Degree or equivalent qualification in Health Sciences, registerable with a South African Statutory Health Professions Council or the South African Nursing Council. Experience: Appropriate experience in quality assurance, risk management and health service governance. Appropriate management experience within a hospital environment. Experience in patient safety, complaints management, adverse incident management, clinical audit, occupational health and safety, and service improvement. Experience in personnel management. Inherent requirements of the job: A valid Code EB/B driver's license. Competencies (knowledge/skills): Extensive knowledge of health service delivery systems, quality assurance, clinical governance, patient safety, risk management, and occupational health and safety. Knowledge of relevant legislation, policies, norms, standards, compliance tools and reporting requirements within the public health sector. Strong leadership, management, communication, interpersonal, analytical and problem-solving skills. Ability to lead multidisciplinary teams, influence service improvement, manage change and work collaboratively with internal and external stakeholders. Computer literacy, including the ability to maintain, analyse and interpret databases and reports. Ability to prepare high-quality written reports, presentations, policies and action plans. Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint).

DUTIES : Provide strategic and operational leadership for quality assurance, clinical governance, risk management, patient safety and occupational health and safety within Groote Schuur Hospital. Develop, implement, monitor and evaluate systems that strengthen the quality, safety, effectiveness and accountability of care across clinical, administrative and institutional management functions. Lead and coordinate quality improvement initiatives,

including the complaints and compliments system, adverse incident reporting, morbidity and mortality review processes, clinical audits, patient satisfaction surveys and waiting time surveys. Analyse data and service trends to identify risks, gaps and areas for improvement, and ensure the development, implementation and monitoring of appropriate corrective action plans. Support outbreak investigations, infection prevention and control surveillance, occupational health programmes and compliance with relevant legislation, policies, standards, norms and service improvement plans. Develop, review and implement policies, protocols, standard operating procedures and reporting systems that promote safe, effective, equitable and patient-centred service delivery. Provide technical advice, training and support to departments and multidisciplinary teams, and promote a culture of quality, accountability, learning, responsiveness and continuous improvement across the hospital. May be required to perform duties outside of normal working hours.

ENQUIRIES : Dr S De Vries Tel No: (021) 404-3178
NOTE : No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process.

POST 32/335 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**
West Coast Health District

SALARY : Grade 1: R571 161 per annum
CENTRE : Saldanha PHC, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualifications: 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel and work overtime when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (MS Word, Excel and PowerPoint).
DUTIES : Coordination and implementation of the Sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Subdistrict level. Provide oversight, supervision and support to health facilities with regards to the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component in skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the integrated Primary Health care services and outcomes in the Sub-district.
ENQUIRIES : Ms A.R. Louw Tel No: (022) 709-5067
NOTE : No payment of any kind is required when applying for this post.

POST 32/336 : **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE) (X3 POSTS)**
Overberg District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
CENTRE : Grabouw Community Health Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2**: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification OR a post-graduate diploma in the relevant speciality. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence and willingness to travel. Willingness to work on the mobile health clinic bus. Willingness to work overtime. Competencies (knowledge/skills): NIMART training or experience. Excellent communication skills (both written and verbal). Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Assist with the management of the Burden of disease according to the Comprehensive Health Programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community Accurate Information Management and record keeping. Assist with the management of human resources, Financial, SCM, Strategy & Health Support Infrastructure & Equipment.

ENQUIRIES : H Blignaut Tel No: (028) 840-1460

NOTE : No payment of any kind is required when applying for this post. Candidates will be subject to a practical / 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. -The concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant speciality. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 32/337 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATAL)**
Garden Route District

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

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Advance Midwifery and Neonatal Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Midwifery. 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 as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as

a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to assist in other departments within the facility when needed. Competencies (knowledge/skills): Good communication skills (both written and verbal). Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of Maternal & Neonatal Health Care services within a hospital setting, occupational health/ staff wellness and principles of infection prevention and -control. Ability to manage consumable resources effectively. Computer literacy.

DUTIES : Provision of specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislation. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.

ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604 – 6104

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 32/338 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU) (X6 POSTS)**

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

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General or Child Nursing Science OR 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 in Critical Care Nursing (Adult) or Critical Care Nursing (Child) or Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputizing for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organizational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e.

MS Word, Excel, PowerPoint and Outlook}. Knowledge of FBU functions and management (ability to work collaboratively within FBU's).

DUTIES : Provide comprehensive specialized nursing care within a professional legal framework. Participate with the multi-disciplinary team to provide holistic health care, Provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support to Supervisor and Nursing division.

ENQUIRIES : Ms M. Franken Tel No: (021) 658-5187

NOTE : 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 post-graduate diploma in the relevant specialty.

POST 32/339 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: EMERGENCY UNIT)**
Chief Directorate: Metro Rural Services

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

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification of at least one year accredited with the SANC in: Medical and Surgical Nursing Science: Critical Care Nursing (General) (R212), or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212), or Four-year Bachelor Degree in Nursing (R174), OR Equivalent qualification (R683 plus R1497 or R171 plus R1497) allowing registration with the SANC as a Professional Nurse. A Postgraduate Diploma (R635) accredited in: Emergency Nursing, or Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the specific specialty. Inherent requirements of the job: Willingness to work shifts (weekends, public holidays and night duty and overtime). Competencies (knowledge/skills): Excellent verbal and written communication skills communication and basic computer literacy skills ((MS Word, Excel, PowerPoint and Outlook). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of speciality. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the Emergency Centre. Ability to function independently as well as part of a multi-disciplinary team, effective communication, interpersonal, decision making, conflict resolution skills, good organisational skills and the ability to function under pressure.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr. MF Fortuin- Ntetha Tel No: (021) 918-1279

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.

POST 32/340 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1**: None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. -**Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. -**Grade 3**: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel within the Metro. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing Occupational Therapy intervention. Sound knowledge of relevant National and Provincial legislation. Knowledge of Health Care 2030. Experience in student training/supervision. Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Coordinate & manage OT services for a designated area. People management (Rehab Care Workers, students, volunteers). Liaise and collaborate with stakeholders. Screen, assess and intervene as required and is relevant & appropriate. Link to appropriate levels of care.

ENQUIRIES : Ms R Hull Tel No: (021) 370-5019

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 32/341 : **CHIEF LAUNDRY MANAGER**
Directorate: Facilities Management

SALARY : R413 001 per annum

CENTRE : (Laundry Services - Lentegeur Central Laundry)

REQUIREMENTS : Minimum educational qualification: An appropriate three-year Diploma/Degree. Experience: Appropriate experience in Supervision or Management of a laundry line. Inherent requirement of the job: Willingness to work shifts, extended hours, or overtime when required. Physical capability to stand for long periods and lift heavy loads/equipment. Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. High level of excellence in accurate data capturing and recording. Excellent human relations abilities and telephone skills. Thorough knowledge of SANS 10146, SANS 1044, OHSA, PFMA, and Public Service Regulations. Strong leadership, supervisory, and people management skills. Demonstrated problem-solving, strategic planning,

and organizational capabilities. Financial, Supply Chain, and HR Management skills. Ability to work under pressure independently and lead a team safely.

DUTIES : Implementation and control of the strategic management of the Laundry. Implementation & control of the operational laundry services. Plan, coordinate, and supervise daily production, stock levels, storage, and distribution in line with SANS 10146 and SANS 1044. Implement and control of quality and risk. Assist in managing the operational expenditure and administrative prescripts of the Laundry. Implement the principles of Human Resources. Effective leadership and people management. Conduct stocktaking, manage requisitions for equipment/repairs, write off unserviceable stock, and manage GG vehicle usage. Oversee health and safety inspections, pest control registers, emergency evacuations, key control, and physical security measures in accordance with the Occupational Health and Safety Act (OHSA 85 of 1993).

ENQUIRIES : Mr A Jantjies Tel No: (021) 918-1702

NOTE : No payment of any kind is required when applying for this post.

POST 32/342 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (INCREASING WELLNESS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R413 001 per annum

CENTRE : Directorate: Service Priorities Coordination (SPC)

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in public health. Appropriate experience in project management. Appropriate experience in stakeholder engagement and partnerships. Appropriate experience in strategic support. Appropriate experience in health promotion. Inherent requirement of the job: Valid driver's licence and ability to drive. Willingness to travel within South Africa. Willingness to work overtime when required. Competencies (knowledge/skills): Project Management skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and integrated Health promotion programmes. Understanding of the District Health system. Facilitation, writing, research, conceptualisation, statistical analysis and strategic support. Monitoring, evaluation, research, analytical and problem-solving skills. Computer literacy in Microsoft Office suite and digital platforms. Sound interpersonal, networking and negotiating skills. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume.

DUTIES : Provide operational and strategic support for policy translation and enablement for Health and Wellness. Promotion integration across the life course and framework for action strategic actions. Operationalize processes for effective implementation enablement, guidance and support for Health and Wellness Promotion across the life course and framework for action strategic actions. Administer Monitoring, evaluation and Reporting. Facilitate Intersectoral collaboration, stakeholder engagement and management. Provide logistical and administrative support to the component and programmatic areas.

ENQUIRIES : Ms K Fortune Tel No: (021) 815 8659 or email: Kelly.Fortune@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 32/343 : **SENIOR STATE ACCOUNTANT (TRAINER) (HOSPITAL FEES TRAINING)**
Directorate: Management Accounting
Sub-Directorate: Billing System Support, Compliance Auditing and Training

SALARY : R413 001 per annum

CENTRE : Head Office, Cape Town (Based at Western Cape College of Nursing, Stikland)

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a training environment. Appropriate working experience in a clinical environment. Appropriate Training experience in Hospital Fees. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures.

Excellent people, technical, and conceptual skills, with the ability to confidently represent the Department in engagements with internal and external clients, as well as other departmental institutions, while demonstrating strong interpersonal relations and conflict resolution abilities. Ability to work independently and unsupervised. Ability to analyse information and work with figures.

DUTIES : Administration of relevant training courses offered by the sub-directorate. Conduct training in respect of the training courses offered by the sub-directorate. Facilitate e-Learning training in respect of courses offered by the sub-directorate. Assessment of and providing feedback and support after training/E-learning sessions/courses. Develop and maintain training material.

ENQUIRIES : Mr W Norval at (083) 340-5529

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates must be prepared to do a test as part of the evaluation process.

POST 32/344 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
West Coast District

SALARY : R413 001 per annum

CENTRE : Citrusdal Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Supply Chain Management, Finance, Revenue and Patient Administration environment. Appropriate knowledge and practical experience in BAS, LOGIS, Clinicom and Account Receivables System. Appropriate practical experience in Budget and expenditure control as well as Assets and Liabilities accounts. Appropriate experience in the procurement of goods, services, warehouse management and asset management administration. Appropriate proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel within the West Coast District. Competencies (knowledge/skills): Must have organisational, managerial, leadership skills, an aptitude for working with financial figures and strong people management skills. Ability to work in a team context and motivate team members. Computer literacy in Microsoft package with experience in LOGIS, BAS, Clinicom and account receivables system. Knowledge of PFMA, Finance instructions, Provincial and National treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System. Good verbal and written communication skills.

DUTIES : Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the clearance of Asset and Liabilities accounts, Sundry payments, Budgeting vs expenditure and timeous preparation of relevant reports. Authorization of BAS/Logis payments. Effective and efficient supervision of Financial Management processes such as creditor payments, journals, SCOA and BMI management. Accurate and timeous completion of all Revenue related monthly reporting and Revenue transaction system authorization. Contract management assistance in respect of Supply Chain and Finance responsibilities. Ensure sound Labour practices are executed and implemented.

ENQUIRIES : Mr. D Snell Tel No: (022) 921-2153

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 32/345 : **SOCIAL WORKER GRADE 1 TO 4 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R338 208 per annum
Grade 2: R413 004 per annum
Grade 3: R496 668 per annum
Grade 4: R608 859 per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as

Social Worker. Experience: **Grade 1**: None, **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with SACSSP, **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with SACSSP, **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. Inherent requirement of the job: Valid Code B/EB driver's licence. Willing to work across all hospital departments; including Emergency Centre Heideveld and Freesia Ward and represent the hospital in stakeholder engagements. Competencies (knowledge/skills): Knowledge of social work legislation, policies, ethical standards, and case management processes, including psychosocial assessment, crisis intervention, child protection, discharge planning, and services to vulnerable groups. Strong communication, counselling, interviewing, and interpersonal skills, with the ability to engage effectively with patients, families, multidisciplinary teams, and external stakeholders. Report writing, documentation, and administrative skills, including accurate record keeping, statistical reporting, quality assurance, and compliance with organisational requirements. Problem-solving, advocacy, stakeholder engagement, and teamwork skills, with the ability to work collaboratively, manage complex cases, and coordinate services across multiple sectors.

DUTIES : Render comprehensive clinical social work services through psychosocial assessments, counselling, crisis intervention, child protection services, and discharge planning for patients and families. Provide support to vulnerable individuals and groups by addressing psychosocial needs, facilitating access to resources, and promoting patient wellbeing and continuity of care. Participate in multidisciplinary team processes and collaborate with internal and external stakeholders to coordinate services, advocate for patients, and address barriers to care and discharge. Maintain accurate and compliant records, reports, and statistics in accordance with professional, legal, and organisational requirements. -Contribute to quality assurance, service improvement, supervision, training, and research activities to promote effective and evidence-based social work practice. Ensure professional governance and compliance through adherence to legislation, ethical standards, departmental policies, continuous professional development, and performance management requirements.

ENQUIRIES : Ms S Msusa Tel No: (021) 377-4426

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

POST 32/346 : **INDUSTRIAL TECHNICIAN PRODUCTION: BUILDING**
Directorate: Engineering and Technical Services (Professional Engineering Services)

SALARY : R338 106 per annum

CENTRE : Head Office, Cape Town (Location on the grounds of Karl Bremer Hospital)

REQUIREMENTS : Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in the Built Environment (Building, not electrical or mechanical) or an equivalent relevant qualification. Experience: Appropriate experience in design, specification and maintenance of health infrastructure with a strong emphasis on maintenance, compliance and minor works. Inherent requirement of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Willingness to travel within the boarders of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Compilation of Drawings for Tender, Construction purposes as well as submission to Council. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (Auto CAD, MS Word and Excel). Knowledge and experience in IT, design of Built infrastructure in the health care environment.

DUTIES : Compile specifications, drawings and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act. Sound Contract and project management.

ENQUIRIES : Mr Z Jattiem Tel No: (021) 830-3764

NOTE : No payment of any kind is required when applying for this post.

POST 32/347 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Directorate: Engineering and Technical Support (Metro West Hub/ Zwaanswyk Engineering Workshop)

SALARY : R338 106 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with appropriate experience /competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Financial Management and Supply Chain Management. Appropriate Experience in Logis and BAS. Competencies (knowledge/skills): Knowledge of In- Year monitoring and reporting, AFS reporting, BAS, and LOGIS, National and Provincial Treasury Regulations as well as the Accounting Officers System of the Department and PFMA. Good communication skills Computer literacy (MS Word, Excel, Power Point). Good communication skills.

DUTIES : Responsible for the effective and efficient functioning and co-ordination of the Finance, Supply Chain Department division and Transport. Responsible for control of expenditure and allocated budget. Draw all financial reports: expenses per month and expenditure commitments etc. Monthly Compilation of supply chain and Finance reports (IYM). Compilation of inputs into Financial Statements (IFS and AFS). Management of Stores. Ensure clearing of Assets and Liability Accounts. Authorizing of Journals and payments, Logis functions, EPS transactions and all Audit queries. Training of subordinates and new appointees.

ENQUIRIES : Ms P Dyakophu Tel No: (021) 918-1474

NOTE : No payment of any kind is required when applying for this post.

POST 32/348 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE) (X2 POSTS)**
Garden Route District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)

CENTRE : HIV AIDS Oudtshoorn Sub-district (Stationed at Bongolethu CC)
Oudtshoorn Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1**: None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain

ethical practise 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.

ENQUIRIES : Ms CW Lucas Tel No: (044) 274 – 0929

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 32/349 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: MEDICAL WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR 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: Must be willing to assist or rotate to other wards within the institution. 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.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.

ENQUIRIES : Mrs T Kunz, (Office number) Tel No: (021) 799-1169 or email: Thalita.kunz@westerncape.gov.za

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

POST 32/350 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: OPD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends, public holidays and overtime to meet the operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). 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.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Mr. MF Fortuin - Nthetha Tel No: (021) 918-1279

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

POST 32/351 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3 (X9 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : Nolungile CDC
Macassar CDC
Kleinvlei CDC (X2 Posts)
Khayelitsha CHC
Nomzamo CDC
Mfuleni CDC (X2 Posts)
Gustrouw CDC

REQUIREMENTS : 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) (Institutional). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic) or as Pharmacist Assistant (Post-Basic) (Institutional). 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. Competencies (knowledge/skills): Good computer literacy. Ability to work as

part of a team or independently. Ability to work under pressure. Fluent in JAC, Medsas and RMD. Familiar with CDU system.

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.

ENQUIRIES : Mr T Mtubisi Tel No: (021) 904-4410

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 appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 32/352 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). 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's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. **Grade 3**: A minimum of 13 years' appropriate experience as Pharmacist's Assistant after registration as a Pharmacist's Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Physical ability to safely move heavy pharmaceutical items stored at various heights in the pharmacy. Must be willing to prepare and mix chemotherapy. Ability and willingness to work in a team environment with rotation of duties according to rosters. Must be willing to work overtime and after hours as needed. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook) as well as demonstrating experience in using JAC/ WellSky dispensing system. Knowledge of Good Pharmacy Practice and of institutional pharmacy practices and procedures. Knowledge of Medicine Supply Management Principles, including cold chain management. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Patient orientated with excellent interpersonal and communication skills including the ability to communicate with other health care professionals. Ability to plan, manage time effectively, take accountability, problem solve, innovate, work accurately under pressure and maintain a high standard of professionalism. Ability to take accountability for assigned duties including medicine related queries.

DUTIES : Providing a safe, efficient, cost-effective comprehensive pharmaceutical service. Dispensing of medicines including documenting & assisting with medicine related queries. Effective control of pharmaceutical stock in Pharmacy and the Wards, including receiving, storage, control, distribution, cold chain management and temperature monitoring. -Assisting with data

collection and record keeping. Assisting with training, teaching and mentoring of Pharmacy staff. Supporting the Pharmacy supervisor with process improvement strategies, audit compliance and adhering to GPP requirements. Compliance with all People management policies and practices, including conflict & complaint management. Ensuring adherence to Infection Control and Occupational Health & Safety Practices.

ENQUIRIES : Ms V Naicker Tel No: (021) 404-3216

NOTE : No payment of any kind is required when applying for these posts. Shortlisted candidates maybe subjected to a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

POST 32/353 : **ADMINISTRATION CLERK: SUPPORT (INFORMATION MANAGEMENT)**
Overberg District

SALARY : R237 453 per annum

CENTRE : Grabouw Community Health Centre

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net). Training Skills. Good communication skills verbally and written. Ability to function independently and within a team context. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint).

DUTIES : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management training and monitor data trends in Sub-district. Implement Information Management Policies and Guidelines. Engagement with stakeholder's, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic). DITCOM processes and IT assistance(locally) in conjunction with provincial office.

ENQUIRIES : Ms M Bezuidenhout Tel No: (028) 212-1048

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 32/354 : **ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Gugulethu Community Health Centre (X1 Post)
Mitchell's Plain Community Health Centre (X2 Posts)
Hanover Park Community Health Centre (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/ Admissions. Appropriate Client Care experience. Inherent requirement of the job: Prepared to work long hours (which may include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.

DUTIES : Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening of folders. Cash Management. Effective and efficient handling of patient documentation. Perform relief duties within the facility as needed. Effective and efficient handling of enquiries.

ENQUIRIES : Mr T Lewela Tel No: (021) 684-1418

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 32/355	:	**ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
SALARY	:	R237 453 per annum
CENTRE	:	Tygerberg Hospital, Parow Valley
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior or Senior Certificate (or equivalent) with extensive experience that focuses on the key performance areas (KRA's) of the post. Experience: Appropriate Stores experience. Inherent requirement of the job: Willingness to rotate within Supply Chain Management Section. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Knowledge of Inventory and Warehouse Management. Computer literate (i.e. MS Excel and Word). Good interpersonal and communication skills. Knowledge and practical experience of a warehousing/logistics system. Good communication skills (written and verbal).
DUTIES	:	Perform tasks related to stores such as receiving of inventory, issuing and follow –up with suppliers. Effectively and efficiently perform all warehouse processes to comply with Standard Operating Procedures. Capturing various documentation on the Inventory/Supply Chain System and filing of documents. Ensure compliance with all relevant prescripts relating to Supply Chain Management and Stores. Handle telephonic and written queries from Suppliers and End Users. Safeguard and manage stock holding in various stores, identify slow moving stock items and report to Supervisor. Provide effective support to supervisor.
ENQUIRIES	:	Mr LF Campher Tel No: (021) 938-5546
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
POST 32/356	:	**GROUNDSMAN FOREMAN (EPWP PROGRAM)** Directorate: Engineering and Technical Services
SALARY	:	R201 093 per annum
CENTRE	:	Head Office, Cape Town (Bellville Mobile Workshop)
REQUIREMENTS	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in maintenance of hospital gardens and grounds. Appropriate experience with cleaning of gutters, windows, and related duties. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. Competencies (knowledge/skills): Supervisory and management skills Computer literacy (MS Office & MS Excel). Sound problem-solving ability Strong interpersonal and communication skills. Knowledge of gardening practices. Basic knowledge of handling garden tools and equipment. Knowledge of the Occupational Health and Safety Act 1993 and its relevant regulations.
DUTIES	:	Assist in managing EPWP candidates within designated work areas. Supervise subordinate staff and ensure adherence to the code of conduct. Control and manage tools, materials, and equipment. Maintain hospital gardens and grounds, including cleaning of gutters and windows. Execute and monitor maintenance schedules. Conduct job assessments and identify material/tool requirements. Provide feedback to the EPWP Project Manager upon completion of tasks. Ensure work areas are clean after tasks are completed. Plan and prioritize projects based on urgency. -Ensure availability of required tools and materials before commencing work. Arrange weekly transport for EPWP candidates and project needs. Optimize use of materials and requisition accordingly. Provide in-house training on gardening equipment and tools. Stay updated on new techniques and materials.
ENQUIRIES	:	Mr JP Louw Tel No: (021) 830-3771
NOTE	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
POST 32/357	:	**HOUSEKEEPING SUPERVISOR (X2 POSTS)**
SALARY	:	R201 093 per annum
CENTRE	:	Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping, Terminal Cleaning, Stock Control, Linen Management and Waste Management experience in a hospital environment. Inherent requirements of the job: Must work shifts. Competencies (knowledge/skills): Knowledge of how to operate the cleaning equipment, perform terminal cleaning and effective usage of consumables. Sound verbal and written communication skills. Good interpersonal, organising and decision-making skills. Knowledge of cleaning and housekeeping policies, protocols, and procedures as well as Infection Prevention Control measures.

DUTIES : Responsible for overall control, organising, performing and co-ordinating of tasks related to linen, waste management, hygiene services, terminal cleaning, contract management and stock control. Responsible for record-keeping and compilation of reports. To submit requisition for repairs of broken equipment thus ensuring a safe working environment. Relief according to the needs of the service. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources as well related HR matters. To provide training to the cleaning staff.

ENQUIRIES : Ms M Afrika Tel No: (021) 404-3236

NOTE : No payment of any kind is required when applying for this post.

POST 32/358 : **NURSING ASSISTANT GRADE 1 TO 3 (OBSTETRICS, POST NATAL & GYNAE, ICU) (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Willingness to rotate to other wards and between departments in the facility when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. Ability to work in a high stress environment.

DUTIES : Assist and support patients with activities of daily living and physical self-care, carried out under the supervision of the Professional Nurse. Provide elementary clinical nursing care to patients under the supervision of the Professional Nurse. Maintain professional growth and ethical standards and seek learning opportunities/self-development. Function within multi-disciplinary team. Effective utilization of resources. Provide ongoing health education to patients and next of kin. Record keeping.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485

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

POST 32/359 : **NURSING ASSISTANT GRADE 1 TO 3 (ACUTE WARD & CHRONIC WARD) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Metro TB Hospital Complex (DP Marais Hospital)

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None after registration with SANC as a Nursing Assistant. **Grade 2**: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime, shifts, public holidays and weekends. Willingness to rotate within the institution. Competencies (knowledge/skills): Knowledge of nursing processes and procedures as outlined in nursing, health related public service legislation, regulation and policies. Skills to effectively communicate verbally and in writing. Ability to function within the multi-disciplinary team and facilitate on the level of the advertised position.

DUTIES : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth / ethical standards and self-development.

ENQUIRIES : Ms M Nyombi Tel No: (021) 508-7438

NOTE : No payment of any kind is required when applying for this post.

POST 32/360 : **NURSING ASSISTANT GRADE 1 TO 3 (MEDICINE FEMALE WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years and more appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.

DUTIES : Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self- development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.

ENQUIRIES : Mr. R Geswindt Tel No: (021) 377-4410

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

POST 32/361 : **TRADESMAN AID**
Directorate: Engineering and Technical Support Services (Metro East Mobile Workshop)

SALARY : R170 226 per annum
CENTRE : Head Office, Cape Town (on the premises of Lentegeur Hospital)
REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent certificate. Experience: Appropriate experience within one of the following fields: Electrical, Mechanical, Building, Plumbing, Carpentry and Aircon/Refrigeration. Appropriate experience in a multi-functioned workshop environment. Inherent requirement of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.
DUTIES : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
ENQUIRIES : S Khohli Tel No: (021) 370-1119
NOTE : No payment of any kind is required when applying for this post.

POST 32/362 : **PRINCIPAL PORTER**
Chief Directorate: Metro Health Services

SALARY : R170 226 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 / STD7. Experience: Appropriate supervisory experience of staff and mortuary administration. Inherent requirements of the job: A Valid driver's licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Competencies (knowledge/skills): Computer skills (MS Office, Excel and Word). Knowledge of applicable death administration legislations and relevant policies. Knowledge of infection prevention and control.
DUTIES : Responsible for overall supervision and management of Porters. Management of mortuary equipment, assets and consumables. Ensure effective and efficient mortuary administration and handling of bodies. To provide an effective and efficient support to Support Services Managers.
ENQUIRIES : Mr C Rhodes Tel No: (021) 918 1230
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment.

POST 32/363 : **MESSENGER (MEDICAL RECORDS)**

SALARY : R144 024 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a registry environment or medical records. Competencies (knowledge/skills): Good communication skills.
DUTIES : Deliver folders and other documents to wards and clinics. Collection of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hock tasks at Medical records.
ENQUIRIES : Ms M Xontana Tel No: (021) 938-4512
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 32/364 : **GROUNDSMAN (GROUNDS AND GARDENING)**

SALARY : R144 024 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience working in a grounds and gardening environment. Inherent requirement of the job: Be able to operate garden machinery (lawn mowers and brush cutters). Valid code (B/EB) driving license as well as the ability to operate and drive a tractor. Competencies (knowledge/skills):

Gardening skills including landscaping and irrigation systems. Good written and verbal communication skills.

DUTIES : Responsible for the development and maintenance of facility garden and terrain as well as bondage of machinery. The preparation of ground covers for planting trees and bushes. The maintenance of flower and other beddings. Ensure that grounds and gardens are maintained (horticultural aspects). Support to supervisor.

ENQUIRIES : Mr N Meyer Tel No: (021) 938-4923

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 32/365 : **DRIVER (LIGHT DUTY VEHICLE) (PHC SUPPORT AND OUTREACH)**
West Coast District

SALARY : R144 024 per annum

CENTRE : Matzikama Sub-District

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods in a health environment. Inherent requirements of the job: Valid Code (Code B/EB) driver's license and willingness to travel. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine, maintenance inspections for defects on vehicles and safe driving skills. Must be of sober habits.

DUTIES : Transporting personnel, patients, equipment and supplies. Maintenance of vehicles. Perform administrative duties. Render support function to supervisor and oral health team.

ENQUIRIES : Dr AO Hofmeester-Oncke Tel No: (027) 213-4070

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.

POST 32/366 : **CLEANER (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum

CENTRE : Grassy Park CDC (X1 Post)
Vanguard CHC (X2 Posts), Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Must be willing and able to work shifts on weekends and public holidays, including day and night duty as operational requirements dictate. Willingness to rotate across various departments in accordance with operational requirements and organisational needs. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills.

DUTIES : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Provide effective cleaning support to the Facility Manager and colleagues.

ENQUIRIES : Ms R.Canham Tel No: (021) 707-6300 / Mr M Lingani Tel No: (021) 695-8242

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment.

POST 32/367 : **FOOD SERVICES AID**
West Coast District

SALARY : R144 024 per annum

CENTRE : Radie Kotze Hospital, Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale kitchen in a hospital environment. Inherent requirements of the job: Ability to work shifts, including

weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure. Ability to Interpret recipes, use a scale, do basic sums and production planning.

DUTIES : Render food services. Apply & maintain quality and risk. Maintain apparatus and Equipment. Support the Human Resources function.

ENQUIRIES : Ms. A van Breda Tel No: (022) 487-9223

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 32/368 : **LAUNDRY AID**
Cape Winelands Health District

SALARY : R144 024 per annum

CENTRE : Robertson Hospital Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in general laundry functions. Inherent requirements of the job: Willingness to work overtime, e.g. after- working hours, weekends and public holidays when operational needs require. Physically fit and be able to hear and speak clearly. Perform hard physical tasks, e.g. pushing heavy linen trolleys to and from the linen bank and wards. Load and offload of heavy linen bags 25kg + between facilities and Central Laundry. Drivers licence to transport linen to central laundry. Competencies (knowledge/skills): Ability to sort, sluice and count linen of dirty and fouled linen. Ability to communicate (verbal and written). Knowledge of stock and infection control.

DUTIES : Provide a professional linen service to the institution Ensure effective and efficient stock control Ensure safe and hygienic working area standards Provide support withing the support service environment. Adheres to loyal service ethics. Provide support to supervisor.

ENQUIRIES : Ms. E Le Roux Tel No: (023) 626-8551

NOTE : No payment of any kind is required when applying for this post.

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 28 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/369	:	**CHIEF QUANTITY SURVEYOR: EDUCATION INFRASTRUCTURE REF NO: DOI 72/2026**
SALARY	:	Grade A: R1 143 468 per annum, (all-inclusive salary package), (OSD as prescribed).
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	An appropriate B-Degree in Quantity Survey or relevant qualification; A minimum of six years post qualification quantity survey experience required; Compulsory registration with South African Council of Quantity Surveying Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Working knowledge of the following: An asset management life-cycle; Strong research, assimilation of data and recommendation outputs; Understanding of the life-cycle costing of an asset; Ability to adapt to new systems, development and implementation thereof at an asset, portfolio and project level management; Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Programme, project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Public sector procurement. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure and meet deadlines; Ability to work in a team.
DUTIES	:	Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks: Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
ENQUIRIES	:	Ms Jodie Thomas Tel No: (021) 483 2004

POST 32/370	:	**ADMINISTRATIVE OFFICER: HS SUBSIDY ADMINISTRATION REF NO: DOI 53/2026**
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year working experience in an administrative environment. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government, and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes. Skills in the following: Numeracy; Driving; Typing; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Formal Training; Economic, financial analysis; Legal Administration; Strategic Planning.
DUTIES	:	Assist to supervise the accurate and timeous processing and flow of subsidy applications; Supervise the rendering of effective liaison services to all role players; Assist with the management and maintenance of the Housing Subsidy System; Training and logistical support; Perform supervisory functions.
ENQUIRIES	:	Ms.B Bantom Tel No: (021) 483 2127
POST 32/371	:	**OPERATOR (SPECIALISED GRADER): CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 38/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Grade 10 certificate (equivalent or higher qualification); A minimum of 6 years relevant experience as an operator on a construction equipment inclusive of a grader; A valid code EC1 driving license with a professional driving permit (PDP). Competencies: Knowledge of the following: Construction plant; Mechanical maintenance of construction plant; General Road maintenance; Tools; Tar and gravel road surfaces; Skills in the following: Logical thinking; Good communication (written and verbal); Be able to manage conflict situations with staff and public; High regard for health and safety; Good leadership and self-driven with minimum supervision.
DUTIES	:	Maintain gravel roads and gravel elements on road network to ensure safe driving surface for the travelling public; Needs analyses of gravel patchwork; Responsible for surfaced road maintenance to ensure safe driving surface for road for travelling public; Supervision of staff.
ENQUIRIES	:	Mr M Stegmann Tel No: (044) 272 6071
POST 32/372	:	**ADMINISTRATION CLERK: CONSTRUCTION DEVELOPMENT REF NO: DOI 71/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Infrastructure, Western Cape Government
REQUIREMENTS	:	Senior Certificate (Grade 12 or equivalent qualification); A valid (B or higher driving license. Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Finance and Supply Chain Management processes; Legislative framework governing the Public Service. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, MS Teams); Communication (written and verbal); Numeracy; Planning and Time Management; Ability to work independently and as part of a team.
DUTIES	:	Compile and process invoice payments; Procure goods and services; Capture, organise, store, and retrieve intervention data; Liaise with internal and external stakeholders; Conduct logistical arrangements for interventions and provide administrative support for meetings, committees and fora.
ENQUIRIES	:	Ms M Thanjekwayo Tel No: (021) 483 8924

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 28 September 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 32/373 : **CHIEF DIRECTOR: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 22/2026**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive salary package)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : A qualification at NQF 7 level, as recognised by SAQA; 5 years' experience at senior managerial level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Strategic Management at a senior management level; Provide management and support services to local government within the regulatory framework including the development of Local Government legislation; Municipal governance; Formal and informal interventions as well as investigations in

terms of the Municipal Systems Act and Western Cape Monitoring and Support of Municipalities Act; Monitoring and evaluation municipal performance in line with the legislative requirements; Facilitating and monitoring infrastructure development within municipalities to ensure sustainable municipal infrastructure; Capacitating municipalities by providing support and capacity building initiatives; and People and Financial Management.

ENQUIRIES : Mr Graham Paulse Tel No: (021) 483 4997

OTHER POSTS

POST 32/374 : **ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 26/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Town Planning or Development studies or Public Management; A minimum of 3 years relevant experience in town planning, development studies or public management. Competencies: Knowledge of the following: IDP legislation, regulatory frameworks, policies and good practices; Municipal IDP, people-cantered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Understanding of procurement and tendering processes. Skills in the following: Presentation; Implementation and monitoring; Project management; Interpretation of legislation; Effective communication (verbal and written); Dispute resolution, facilitation in groups (within community) and conflict management; Problem solving; Basic accounting; Basic budgeting; Computer skills in report writing; Ability to analyse, promote, facilitate and implement strategic planning.
DUTIES : Facilitate integrated development planning support to municipalities with the drafting and review of integrated development plans; Facilitate IDP training and capacity building to municipalities and related stakeholders; Assess the quality of municipal integrated development plans; Facilitate support regarding national and provincial planning alignment with municipal integrated development plans; Facilitate the monitoring and reporting on municipal IDP review progress and implementation; Maintain an IDP document database that is accessible to all three spheres of government.
ENQUIRIES : Mr Ivan Meyer Tel No: (021) 483 5528
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE : 28 September 2026

POST 32/375	:	**COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CDW MANAGEMENT: REGION A, REF NO: LG 08/2026**
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Department of Local Government, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience recognisable experience in Community Development after obtaining the required qualification; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Community development knowledge, skills, attitudes and values to engage in the social development of communities; Understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures. Skills in the following: Communication (Verbal and written); Numeracy; Computer Literacy; Language skills; Project Management; Presentation skills; Facilitation; Research skills (information gathering and analyses); Supervisory skills; Problem solving; Report writing.
DUTIES	:	Supervise and support Community Development Workers within the designated area; Community Development Coordination; Stakeholder and Intergovernmental Relations; Service Delivery Monitoring and Governance; Reporting, Monitoring and Evaluation; Managerial/Supervisory functions.
ENQUIRIES	:	Mr M Petro Tel No: (021) 483 2864
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE	:	28 September 2026
POST 32/376	:	**ADMINISTRATIVE OFFICER: WARD COMMITTEES AND COMMUNITY WORK PROGRAMME (CWP) REF NO: LG 27/2026**
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Department of Local Government, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Working knowledge and understanding of the following: Constitutional legislative an inter-governmental dispensation in South Africa; MFMA; Financial databases; Municipal financial statements; Municipal budgeting processes; Legislation, regulatory frameworks, policies and best practices that Ahave a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social

affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Good written and verbal communication; Project Management skills; Report Writing skills; Team player.

DUTIES : Provide administrative support, monitor and facilitate the implementation and effectiveness of ward committees and community work programme; Facilitate the establishment and functionality of the community work programme local stakeholders' committees and continuously coordinate the involvement of relevant stakeholders, including the local development partners; Assist with gathering, assessment and management of ward committees and community work programme information; Provide administrative support to the sub-directorate: ward committees and community work programme as regards administrative, financial, human resource management and communication needs; Provide administrative support to municipal support actions; Governance and stakeholder support; Financial, human resource and resource administration.

ENQUIRIES : Mr Sipho Phendu Tel No: (021) 483 0633

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/377 : **ADMINISTRATION CLERK: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 25/2026**

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

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the public service; Working procedures in terms of the working environment; Legislation and policy frameworks applicable to local government, Constitution, Municipal Structures; Functioning of local government; Sub-directorate. Skills in the following: Numeracy; Computer literacy; Job knowledge; Communication (written and verbal); Interpersonal relations; Flexibility; Teamwork; Creative thinking; Decision making; Ability to work under pressure.

DUTIES Provide administrative support to integrated development planning with regard to administrative, financial, human resource management and communication needs; Provide administrative support to IDP support actions to municipalities on integrated development planning; Provide administrative support to the Director and middle managers regarding meetings; Support middle managers

with the administration; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Mr I Mckenzie Tel No: (021) 483 3683

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department by applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POLICE OVERSIGHT AND COMMUNITY SAFETY

CLOSING DATE : 28 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/378 : **DEPUTY DIRECTOR: PROJECT IMPLEMENTATION 2, REF NO: POCS 11/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)

CENTRE : Police Oversight and Community Safety, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and

		review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research; Networking.
DUTIES	:	Manage and facilitate the initiation, implementation and monitoring of safety programmes, services and partnership initiatives according to the Western Cape Strategic Framework (safety plans); Manage stakeholder relationships for the support and effective functioning of safety partnerships; Plan and manage the work of and account for the overall performance of the Sub directorate; Records and Information Management; People Management; Financial Management.
ENQUIRIES	:	Ms Amanda Dissel at (082) 417 1407
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/379	:	**DEPUTY DIRECTOR: INSTITUTION OF SOFT SECURITY REF NO: POCS 13/2026**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE	:	Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Coordinating stakeholder engagement, community safety partnerships; Compliance monitoring, funding administration, reporting or capacity-building processes; Working with community safety structures such as Community Police Forums; Neighbourhood Watches, municipalities or other safety partners; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse Management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Numeracy; Language skills; Project Management; Accounting; Finance; Audit; Analytical thinking; Strategic thinking; Policy implementation; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research; Networking.
DUTIES	:	Coordinate and maintain collaborative partnerships between the Department and safety partners; Manage community safety partnership funding systems and processes; Coordinate Systems for Safety Partner Performance, Compliance, and Capacity Managerial/Supervisory functions; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
ENQUIRIES	:	Ms Ayesha Fortune at Ayesha.Fortune@westerncape.gov.za

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/380	:	**ASSISTANT DIRECTOR: ENABLING ENVIRONMENT REF NO: POCS 10/2026**
SALARY	:	R487 197 – R573 897 per annum (Level 09)
CENTRE	:	Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher); A minimum of 3 years relevant experience. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.
DUTIES	:	Manage and monitor the funding support and implementation of youth training programmes in line with the Western Cape Safety Plan; Coordinate partnerships to support the training and deployment of safety and security partners in alignment with the Western Cape Safety Plan; Oversee administrative support to Management; Facilitate the alignment, monitoring, and reporting of all activities related to the implementation of the Safety Plan; Managerial function.
ENQUIRIES	:	Ms Thumeka Lamani Tel No: (081) 319 7676
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 32/381	:	**CHIEF SECURITY OFFICER: PHYSICAL PROTECTION REF NO: POCS 09/2026 (X4 POSTS)**
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); PSIRA registration minimum Grade B; A minimum of 3 years relevant experience. Competencies: Proven knowledge and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Control of access to public premises and vehicles Act, Act 53 of 1985; Occupational Health and Safety Act, Act 85 of 1993; Understanding of PSIRA; Criminal Procedure Act; Weapons and Ammunition Act; Explosives; Electronic security system;

Security officials Act, Act 92 of 1997. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); People Management; Project Management; Communication skills (written and verbal); Numeracy; Literacy.

DUTIES : Coordinate physical security operations within Western Cape Government institutions and facilities; Coordinate the implementation of access control procedures to mitigate risk; Report and investigate security incidents and breaches; Monitor and manage outsourced security service providers; Managerial/Supervisory functions.

ENQUIRIES : Mr Denzil Samuels Tel No: (021) 483 5861

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

POST 32/382 : **SECURITY OFFICER: PHYSICAL PROTECTION REF NO: POCS 12/2026**
Various Posts available for a 1-Year Contract)

SALARY : R170 226 – R200 523 per annum (Level 03)

CENTRE : Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : NQF level 4; PSIRA registration minimum Grade C; A valid code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Access control procedures; Measures for the control and movement of equipment and stores; Prescribed security procedures (MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents; Relevant emergency procedures; Skills in the following: Numeracy; Computer literacy; Operating equipment and Communication (written and verbal).

DUTIES : Perform access and egress control; Conduct internal and external patrols; Provide an asset protection service; Perform effective incident reporting and Operate control room security equipment.

ENQUIRIES : Mr D Samuels Tel No: (021) 483 5861

APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2.Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3.Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 28 September 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by

the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 32/383 : **CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 92/2026**

SALARY : R1 554 696 per annum (Level 14)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A Qualification at NQF Level 7 as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management. Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.
DUTIES : Provide strategic management, advice and guidance in respect of the following functional areas: Facilitate the conducting of high-level policy analysis: Transversal coordination, management and promotion of innovative and evidence-based policy and strategy development, planning, implementation, and review. Facilitate the research and analysis of the provincial policy environment and identify critical areas for provincial government intervention, including futures capability. Analyse national and provincial policies, strategies and laws, and prepare provincial responses. Analyse on-going national policy and strategy developments, and sensitise Cabinet, Sector Committees and departments on its implications for the province. Facilitate the development of

transversal provincial policies as may be required (including stakeholder consultation as required). Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and long-term plans. Facilitate the periodic review of the Provincial Strategic Plan in line with prescribed strategic planning and budgetary processes. Initiate and manage transversal futures modelling research. Ensure that WCG legislation, policies and strategies align and comply with human rights principles and with international, constitutional and national human rights obligations, policies and strategies. Support the provincial executive in respect of provincial human social development strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Human Development (HD) Social Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the HD Social Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the HD Social Sector as required. Advise on the alignment of HD Social Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of HD Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the HD Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the HD Social Sector. Support the provincial executive in respect of provincial economic strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Economic Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the Economic Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the Economic Sector as required. Advise on the alignment of Economic Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of Economic Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the Economic Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the Economic Sector. Manage integrated provincial strategic planning: Advise on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes. Advise, in consultation with the Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Change Management, People Management, Financial Management.

ENQUIRIES : Ms L Esterhuyse Tel No: (021) 483 5856

OTHER POSTS

POST 32/384 : **DEPUTY DIRECTOR: PRIORITY UNIT REF NO: DOTP 05/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year tertiary qualification (National Diploma/B-degree) in Human Resource Management or Industrial Psychology; A minimum of 3 years' experience at managerial level within a human resource management environment. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act, all Bargaining Council resolutions and Public Service Commission (PSC) guidelines; Ability to maintain the highly confidential nature of people management work; Ability to travel for various meetings and maintain flexible work schedule; Demonstrate resourcefulness and initiative in dealing with daily challenges; ability to work under pressure and meet deadlines. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Provide a talent acquisition consulting service and service benefits support in respect of Heads of Departments, senior managers and employees within

ministerial offices; project management, quality control of and report on all work within the Priority Unit; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires; Facilitate the recruitment and selection process, inclusive of shortlisting, case studies, competency-based interviews, competency assessments and personnel suitability checks.

ENQUIRIES : Ms T Viljoen @ Thora.Viljoen@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/385 : **DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: DOTP 37/2026**

SALARY : R932 292 - R1098 195 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma/B-Degree or higher qualification) on NQF level 6 as recognised by SAQA; A minimum of 3 years relevant Management experience. Competencies: Knowledge and understanding of the following: decision support systems; the latest advances in public management theory and practice; policy analysis, policy development, and operational management, monitoring and review processes; the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; and project management; operational management practices; procurement and tendering processes; modern systems of governance and administration; public service procedures, processes and systems; the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; the functioning of the province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Labour Relations legislation and regulations; performance management in general.

DUTIES : Manage the provision of secretariat and logistical support to executive structures; Manage the provision of executive decision-making support; Manage the provision of executive governance and compliance support; Plan and manage the work of and account for the overall performance of the Sub-directorate: which includes planning; organising; monitoring, evaluation and reporting; records and information management; people management; which includes recruitment and selection; training; performance management; mentoring and coaching; discipline; and financial management; which includes budget; assets; procurement; and monitoring and evaluation.

ENQUIRIES : Mr C Ahmed @ Caushiem.Ahmed@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed

and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/386 : **ASSISTANT DIRECTOR: PROTOCOL CEREMONIAL AND CONFERENCES REF NO: DOTP 35/2026**

SALARY : R487 197 - R537 897 per annum (Level 09).
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector. Knowledge and understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.
DUTIES : Advise and implement protocol and logistical support at events for the Premier, Cabinet and Provincial Top Management; Facilitate special projects and ceremonial proceedings; Coordinate Provincial Funerals and provide support in respect of State Funerals, in compliance with the State Funeral Policy; Managerial functions.
ENQUIRIES : Mr H Blake Tel No: (021) 483 4942
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this

position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/387 : **ASSISTANT DIRECTOR: PROTOCOL SERVICES REF NO: DOTP 36/2026**

SALARY : R487 197 - R 537 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial Government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury; Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.
DUTIES : Assist with the planning, coordinating and execution of the Premier's diary commitments with internal/external stakeholders; Facilitate specials projects of the Premier; Support Directorate International Relations in the planning for incoming and outgoing international official visits; Managerial functions.
ENQUIRIES : Mr B Ariefdien Tel No: (021) 483 3251
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/388 : **ASSISTANT DIRECTOR: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 88/2026**

SALARY : R487 197 - R537 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree at NQF 6 (equivalent or higher qualification) within a Social/Industrial/Public and Business Management Science or related field; A minimum of 3 years' relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Latest advances in public management theory and practice; Provincial government functions and services; Statutory framework governing the broad management of the Public Service; Mentoring and coaching practices; Financial management prescripts; Culture and leadership theory and models; Change management methodologies; Key elements/determinants of organisational performance as they relate to the field of culture and leadership; Project management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Visio etc); Analytical; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Persuading and Influencing; Creative problem-solving; Intervention design; Leadership; Leading and supervising; Delivering results and meeting customer expectations; Planning and organising; Relating and networking; Presenting and communicating information; Listening; Team building and strong inter-personal; Written and verbal communication; Conceptual, interpretive and formulation; Motivation; Networking; Project management; Research; Ability to work independently and as part of a team. Knowledge of and working experience within the following: the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; the functioning of the Province and the activities of sister departments/related functional areas; the policies of the government of the day; Labour Relations legislation and regulations; performance management in general; change management methodologies models; culture and leadership theory and models; key elements/determinants of organisational performance as they relate to the field of culture and leadership; Knowledge of mentoring and coaching practices. Skills; Numeracy; Conceptual; interpretive and formulation skills; Conflict resolution; Diagnostic skills; Facilitation and process consultation; Influencing; Innovative problem-solving; Interviewing; Mentoring and coaching; Negotiation; Project management; Research; Team building and strong inter-personal skills.
DUTIES : Coordinate and facilitate team and culture development and improvements; Supervise and coordinate organisational change enablement initiatives and implementation support; Develop, monitor, and report on project plans; Manage and undertake all administrative functions required with regards to operational, human/ people and financial resources; People management; Financial management.
ENQUIRIES : Ms C Hector at Chandrey.Hector@westerncape.gov.za
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other

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

CLOSING DATE : 28 September 2026

PROVINCIAL TREASURY

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

CLOSING DATE : 28 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 32/389 : **DEPUTY DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 20/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Financial Management/Accounting/Supply Chain Management, Public Administration/Management/Information Technology; A minimum 3 years management level experience. Competencies: Knowledge of and working experience in the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. functioning of the province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day;

Labour Relations legislation and regulations; performance management in general.

DUTIES : Manage the implementation and maintenance of the financial systems which includes system access security and controls; Oversee the establishment and maintenance of uniform systems policies, norms and standards, which includes governance mechanisms and reporting processes to enforce compliance for financial systems; Manage capacity building within Provincial Departments to ensure the effective utilization of the financial system; Oversee the establishment and maintenance of uniform systems policies, norms and standards, which includes governance mechanisms and reporting processes to enforce compliance for financial systems; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.

ENQUIRIES : Mr B Gordon at Brandon.Gordon@westerncape.gov.za

POST 32/390 : **ADMINISTRATIVE OFFICER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 21/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Accounting, Information Systems or Business Management; A minimum of 3 years clerical experience on financial systems. Competencies: Constitution of RSA (Act 108 of 1996); Public Financial Management Act (Act of 1999); Public Service Act (Act 103 of 1994); National Treasury Regulations (NTR); Provincial Treasury Instruction (PTI`s); Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the working environment; Relevant prescripts to PERSAL; Basic knowledge of PERSAL, BAS and LOGIS; Basic knowledge of Financial Administration; Labour Relations Act; Knowledge of HR practice.

DUTIES : Administration and co-ordination for nominations for training of transversal financial systems; Building capacity of transversal financial system users; Maintaining and verifying of various databases and reports of all training interventions; Handling, verification and reconciliation of accounts; Supervise human resource staff.

ENQUIRIES : Mr B Gordon at Brandon.Gordon@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 28 September 2026
NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural

preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 32/391 : **DIRECTOR: RESEARCH AND INFORMATION MANAGEMENT REF NO: DSD 80/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience; Successful completion of Certificate for entry into the SMS (Senior Management Service) prior to appointment is requirement. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) before the candidate can be appointed into this post. Please see notes below. Competencies: Proven knowledge and understanding of Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Programme and project management. Procurement and tendering processes. Policy development, and strategy management, monitoring and review processes. Modern systems of governance and administration. Public service procedures, processes and systems. The global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Constitutional, legal and institutional arrangements governing the South African public sector. Public finance, human resources and discourse management processes. The Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. The functioning of the province and the activities of sister departments. The policies of the government of the day. Labour Relations legislation and regulations. Performance management in general. Core Competencies: Strategic capability and leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Strategic Planning.
DUTIES : Line Management: Render population development services to inform provincial-wide and departmental planning in line with South African Population Policy; Plan, manage and coordinate ethical social and evaluation research; Manage and coordinate departmental records and strategic knowledge resources; Manage and coordinate the departmental information systems and information and communication technology (ICT) governance processes; Strategic Management (including Change Management); Define and review on a continual basis the purpose, objectives, priorities and activities of the

Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms. Sihaam Niftagodien Tel No: (021) 483 6279 / Sihaam.Nieftagodien@westerncape.gov.za

OTHER POSTS

POST 32/392 : **SOCIAL WORK MANAGER: REGIONAL OFFICE REF NO: DSD 70/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : Grade 1: R1 009 512 - R1 154 271 per annum, (as prescribed by OSD)
Grade 2: R1 200 894 – R1 414 593 per annum, (as prescribed by OSD)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical

and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/393 : **HEAD OF CORPORATE SERVICES (VARIOUS REGIONS) REF NO: DSD 79/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A 3-year qualification (National Diploma/B-Degree in Public Finance and/or Accounting or equivalent), A minimum of 3 years' middle management experience. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid; information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. the functioning of the province and the activities of sister departments/related functional areas; the policies of the government of the day; Labour Relations legislation and regulations; Knowledge and understanding of performance management in general; Treasury Regulations, 2001; Financial Management (Budget Control); Financial administration (LOGIS / BAS / IPS system); Asset management (LOGIS / contract management); Infrastructure (U-AMP inputs and out roll of accommodation); ;Health and safety management (OHS Matters);Fleet Management (Fleetman System / Recons); Operational planning processes; Minimum Information Security Standards, 1996.

DUTIES : Oversee financial management (Budgeting and Reporting Financial Administration, Revenue Management, expenditure and Account) processes in the region; Lead Supply Chain Management (demand, acquisition, contract,

logistics, and disposal management), as well as the maintenance and safeguarding of regional assets; Direct the Management of Logistical Services within the region; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management of the Sub directorate; Financial Management for the Sub directorate.

ENQUIRIES : Ms A Van Reenen Tel No: (021) 483 3996

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/394 : **SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES REF NO: DSD 68/2026**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A 4-year tertiary qualification in social work (degree/diploma) that allows registration with SACSSP; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years of appropriate experience in social work after registration as a social worker with the SACSSP. Valid Code B (or higher) Driving Licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics Job-Related Skills: Organizing and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES : To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered, attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform

statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Mr M Jonkerman Tel No: (021) 826 6090

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/395 : **SOCIAL WORK SUPERVISOR REF NO: DSD 71/2026**
(Various Posts available in Different Regions)

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A 4-year tertiary qualification in Social Work (Degree/Diploma) that allows registration with SACSSP; Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work legislation related to children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics Job-Related Skills: Organizing and planning; Project planning; psychosocial intervention; Communication and language (2 official languages of the Western Cape Government); People management practices; Interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES : To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered: Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments, that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study,

interpret, apply and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms S Cummings-Damon @ Shamiela.Cummings-Damon@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/396 : **OFFICE MANAGER: FINANCIAL MANAGEMENT REF NO: DSD 67/2026**

SALARY : R487 197 - R537 897 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification National Diploma (B-degree or higher qualification); A minimum of 5 years' relevant experience. Competencies: Good telephone etiquette; Computer Literacy; Language skills; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Ability to act with tact and discretion; Information gathering and analysis of information; Good grooming and presentation; Self-management and motivation; Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration.

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

ENQUIRIES : Mr J Smith at Juan.Smith@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference

checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/397 : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 73/2026**

SALARY : R487 197 - R537 897 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Interpret and apply relevant policies and procedures; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Project management; Ability to analyse, conceptualise and implement policy; Research.
DUTIES : Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
ENQUIRIES : Ms S Nieftagodien at sihaam.nieftagodien@westerncape.gov.za.
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE : 28 September 2026

POST 32/398 : **EDUCATION OFFICER: EDUCATION REF NO: DSD 69/2026**
(2-Year Contract Posts available in Various Locations)

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year post-school qualification; Registration with SACE as a professional educator; A minimum of 3 years' experience as an Educationalist/ Educator; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies and

procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures. Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.

DUTIES : Implement Educational Programmes at Facilities in Accordance with Curriculum Requirements and Departmental Legislation; Implement facility policies and procedures to enhance safe care/custody and development of residents (MDT, incident reporting, behaviour management, unauthorised articles, etc.); Perform administrative functions; Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields.

ENQUIRIES : Ms M Jonkerman Tel No: (021) 826 6040

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/399 : **CHIEF REGISTRY CLERK: CAPE WINELANDS/ OVERBERG LOGISTICAL SERVICES REF NO: DSD 75/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; storage and retrieval procedures in terms of the working environment; Skills in the following: Proven computer literacy; Planning and organising; Communication (written and verbal).

DUTIES : Supervise the following: Supervise and render an effective filing and record management service; the Coordination, Handling, and Distribution of Incoming and Outgoing Correspondence; human resources/staff; the processing and process documents for archiving and/disposal; provide registry counter services.

ENQUIRIES : Ms S Cummings-Damon at Shamiela.Cummings-Damon@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other

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

CLOSING DATE : 28 September 2026

POST 32/400 : **INFORMATION MANAGEMENT OFFICER: WEST COAST REGION REF NO: DSD 77/2026 (VARIOUS COMPONENTS)**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge and working experience of the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes, modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; the functioning of the province and the activities of sister departments/related functional areas; the policies of the government of the day; labour relations legislation and regulations; performance; management and information systems. Skills: Numeracy; Literacy; Driving; Typing; Computer Literacy; Language skills.
DUTIES : Develop and maintain regional information management systems; Coordinate Information and Communication Technology services; Analyse and present business management information [financial and non-financial data (NFD)]; Identification, implementation and maintenance of knowledge and information management services in the region.
ENQUIRIES : Mr W Du Toit at Willem.duToit@westerncape.gov.za
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE : 28 September 2026

POST 32/401 : **COMMUNITY DEVELOPMENT PRACTITIONER: SUSTAINABLE LIVELIHOODS REF NO: DSD 65/2026**

SALARY : Grade 1: R289 296 - R337 959 per annum, (OSD as prescribed)
Grade 2: R347 796 - R409 689 per annum, (OSD as prescribed)
Grade 3: R421 020 - R564 846 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery. Monitor funded organisations' financial compliance to ensure transferred funds are utilised in line with approved activities; Implementation of the approved Community Development Norms and Standards.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/402 : **ADMINISTRATION CLERK: ADMIN SUPPORT REF NO: DSD 72/2026**
(Posts available at Various Locations)

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

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Literacy; Numeracy; Presentation; Decision –making; Computer literacy; Interpersonal; Flexibility; Planning and organising.
DUTIES	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationery; Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component; Maintain a leave register for the component; Keep and maintain personnel records in the component; Keep and maintain the attendance register of the component; Arrange travelling and accommodation. Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval; Handle telephone accounts and petty cash for the component.
ENQUIRIES	:	Ms C Krieger at Catherine Krieger@westerncape.gov.za
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE	:	28 September 2026
POST 32/403	:	**REGISTRY CLERK: LOGISTICAL SERVICES REF NO: DSD 74/2026 (POST AVAILABLE IN VARIOUS LOCATIONS)**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Social Development, Western Cape Government.
REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Understanding of the legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Electronic records management / electronic content management systems, including scanning, indexing, filing and retrieval of records. Skills in the following: Numeracy skills; Literacy skills; Computer literacy; Planning and organisation; Good verbal and written communication skills; Records Management / ECM system; Scanning and electronic document handling skills; Attention to detail in records capturing and filing; Ability to operate an Electronic Records Management / ECM system.

DUTIES	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and/or disposal.
ENQUIRIES	:	Ms E. Siljeur at Elarna Siljeur@westerncape.gov.za
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE	:	28 September 2026

POST 32/404	:	**CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO: DSD 76/2026 (POSTS AVAILABLE IN VARIOUS LOCATIONS)**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Department of Social Development, Western Cape Government
REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification); 1 year experience in NGO or Customer Care. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry. Skills in the following: Numeracy skills; Literacy skills; Language skills; Negotiation; Communication skills; Computer Literacy; Conflict Resolution; Organising and Planning Skills.
DUTIES	:	Perform front desk service; Facilitate all complaints and escalate accordingly; Provide information to customers regarding available services; Render general administrative support services.
ENQUIRIES	:	Ms I April at Imelda.April@westerncape.gov.za
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE	:	28 September 2026

POST 32/405	:	**SOCIAL AUXILIARY WORKER: METRO NORTH REF NO: DSD 78/2026** Region (Various Service Delivery Areas)
SALARY	:	Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
CENTRE	:	Department of Social Development, Western Cape Government
REQUIREMENTS	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
DUTIES	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; perform administrative support functions in support of social workers as required of the job.
ENQUIRIES	:	Mr M Swart @ Mariette.Swart@westerncape.gov.za
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE	:	28 September 2026
POST 32/406	:	**CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 66/2026 (VARIOUS POSTS IN VARIOUS COMPONENTS)**
SALARY	:	Grade 1: R191 694 – R215 073 per annum, (OSD as prescribed) Grade 2: R223 788 – R253 500 per annum, (OSD as prescribed)
CENTRE	:	Department of Social Development, Western Cape Government
REQUIREMENTS	:	A Grade 12 qualification (Senior Certificate or equivalent qualification). Valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication

(written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES : Ms U Siebritz at Ubenicia.Siebritz@westerncape.gov.za

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 28 September 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who

aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme . The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 32/407 : **DIRECTOR: FREIGHT AND LOGISTICS REF NO: WCMD 21/2026**
(3 Year Contract)

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Freight, Transport, Logistics, or related field as recognised by SAQA. 5 years of experience at a middle/senior managerial level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
DUTIES : Develop provincial legislation, policies, strategies and plans for freight rail, maritime and ports, road freight, intermodal facilities, and aviation and pipelines in conjunction with the Directorate Transport Policy and Strategy. Develop frameworks, guidelines, norms and standards for multi-modal freight planning and operations. Conduct technical studies, feasibility assessments, research, business cases, and business plans across freight modes. Assess the impact of freight-related legislation, policies, strategies, programmes, and projects. Facilitate and improve freight services in the Western Cape, across multiple transport modes through the implementation of key strategic documents, including the Provincial Freight Strategy, Freight Implementation Programme (FIP), and Provincial Land Transport Framework (PLTF), the Freight Rail Revitalisation Framework (FRRF); Manage freight data and ensure the development of freight information systems, digital alignment and integration across all freight modes through platforms such as the Western Cape Freight Demand Model, Freight Management System and Integrated Transport Hub. Manage information (data and knowledge) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments and spheres of government. Represent the Province in high-level engagements with public and private freight stakeholders, promoting coordination and investment in freight systems across all modes. Ensure engagement and collaboration with industry stakeholders, public and private sector entities to coordinate, develop, and implement freight system improvements across modes. Align freight projects with the province's spatial, economic, and social development goals. Financial and People Management.
ENQUIRIES : Ms DD Ribbonaar Tel No: (021) 483 3946

OTHER POSTS

POST 32/408 : **ADMINISTRATIVE OFFICER: PRE SERVICE DELIVERY (ATHLONE) REF NO: WCMD 117/2025 R1**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative support experience in an operating license

processing working environment. Competencies: Knowledge in the following: National Land Transport Act (Act No.5 of 2009); Road Transportation Act (Act No. 74 of 1977); Western Cape Road Transportation Amendment Law Act (Act No. 8 of 1996); National Land Transport Regulations of 2009; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, guidelines; Processing of applications for operating licenses; Preparation of cases and the presentation thereof at adjudication meetings; preparation of cases for the cancellation of operating licenses; Information and Record Management/Administration; Understanding in how to notify operators of renewals. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Research; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Render support with the processing of operating license applications; Perform communication duties; Coordinate attendance of committee hearings; Render effective utilisation of the PTRS System; Render supervisory functions.

ENQUIRIES : Mr HMF Kirkwood Tel No: (021) 483 8970

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/409 : **PROVISIONING CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 22/2026 (X2 POSTS)**

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

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Logistics management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logical Information System (LOGIS) or similar systems. Skills in the following: Computer; Planning and Organising; Good Verbal and Written Communication; Customer Care; Reporting; Problem-solving; Creative thinking; Decision making; Willingness to work irregular hours and meet tight deadlines; Ability to work under pressure.

DUTIES : Render procurement and provisioning service to the Department; Ensure effective and efficient capturing of data on procurement system; Provide personnel administration and clerical support services within the component; Controlling of Consumables and Inventory.

ENQUIRIES : Ms N Dyantyi Tel No: (021) 483 4529

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide

the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026

POST 32/410 : **ADMINISTRATION CLERK: FREIGHT AND LOGISTICS REF NO: WCMD 23/2026**
(3-Year Contract Post)

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable legislative and regulatory requirements, policies and standards; Public Service financial legislations, processes and procedures. Skills in the following: Numeracy skills; Literacy skills; Language skills; Computer literacy.
DUTIES : General Administration including procure goods and services, process payments, draft and type documentation, maintain databases and registers; Execute meetings and event logistics including scheduling, preparing minutes, following up on actions, making travel arrangements; Provide project support, including handling enquiries; Execute effective document management.
ENQUIRIES : Mr K Matsabisa Tel No: (021) 483 4887
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 28 September 2026