



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

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

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application to Sechele.O@dbe.gov.za / Segowa.M@dbe.gov.za / Kumalo.N@dbe.gov.za / Sko sana.th@dbe.gov.za Please visit the Department of Education's website at www.education.gov.za
<u>FOR ATTENTION</u>	:	Ms N Monyela/ Mr M Segowa
<u>CLOSING DATE</u>	:	05 October 2026
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full detail of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course-SMS-pre-entry programme. 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 Note: Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may

be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

MANAGEMENT ECHELON

<u>POST 34/01</u>	:	<u>DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)</u> <u>DBE/66/2026.</u> Branch: Social Mobilisation and Support Services Chief Directorate: Care and Support in Schools
<u>SALARY</u>	:	R1 317 384 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a qualification at NQF Level 7 as recognised by SAQA , 5 years' experience at a Middle/Senior managerial level In-depth experience in school nutrition, nutrition or food security programming, conditional grant programme management, or a comparable large-scale public sector programme, together with a sound understanding of the National School Nutrition Programme; Experience in policy formulation and implementation processes; Experience in managing diverse stakeholders and working effectively with communities; Strong analytical, strategic, research, programme and project-management skills; A sound understanding of the national, provincial, district and school interface within the education sector; Knowledge and understanding of nutrition/dietetics and related research; Knowledge and understanding of Government's strategic vision and Public Service legislation and policies applicable to the education sector; Knowledge of the public sector policy, legislative and regulatory environment, particularly the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFPA) and Public Service Regulations (PSR); and An understanding of Government strategies and interventions relevant to the work of the Directorate. Process competencies: Knowledge Management; Service Delivery Innovation; Report Writing; Problem Solving and Analysis; Client Orientation and Customer Focus; and Communication. Core competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; People Management and Empowerment; Communication; Innovation; and Creativity. Applicants must have a valid driver's license and be willing to travel extensively. The successful candidate must demonstrate strong computer literacy and the ability to work collaboratively and effectively in a dynamic and demanding environment.
<u>DUTIES</u>	:	The successful candidate will provide strategic leadership and management of the National School Nutrition Programme and will be responsible for the national coordination, oversight and monitoring of the NSNP Conditional Grant, including programme implementation, compliance with the applicable grant framework, performance monitoring and reporting. Leading the development, review and implementation of norms, standards, policies and related measures for the National School Nutrition Programme; Providing strategic leadership in relation to the implementation of the three components of the NSNP, namely school feeding, nutrition education and sustainable food production; Coordinating the integration of the NSNP with relevant Government programmes, including the Integrated Food Security and Nutrition Programme (IFSNP); Overseeing, supporting and monitoring the implementation of the NSNP across provincial, district and school levels to promote consistent, efficient and quality programme delivery; Monitoring provincial implementation and performance against applicable grant requirements, programme objectives and agreed targets; Coordinating and supporting the preparation of programme and financial performance reports for relevant oversight structures; Evaluating programme implementation and impact in collaboration with relevant stakeholders and use evidence to inform programme improvement; Establishing and implement appropriate risk-management measures to strengthen accountability, governance and service-delivery outcomes; Managing and supervising national DBE officials within the NSNP Directorate, and provide strategic coordination, guidance, support and oversight in relation to NSNP implementation by provincial education departments; Leading and coordinating engagement with provincial education departments, other Government departments, communities and relevant stakeholders to promote alignment with departmental priorities and Government interventions; Promoting sound financial management and continuously monitor compliance with applicable Public Service prescripts and financial-management

requirements; and Performing such other functions as may reasonably be required in support of the effective management and implementation of the National School Nutrition Programme.

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

OTHER POSTS

POST 34/02 : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: DBE/68/2026 (X5 POSTS)**

Branch: Office of the Director-General
4 years Renewable Contract

SALARY : Remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with National Regulations 20.2.3. Members will be remunerated for preparation and attendance of the meeting.

CENTRE : Pretoria

REQUIREMENTS : The applicant must be in possession of NQF Level 6 in Accounting, Auditing, Finance, Compliance, Business Management, Risk Management, IT or Law; as recognised by SAQA; Committee Chairperson: Minimum of 10 years of senior/executive; Audit Committee Members: 5-10 years of senior/executive management experience; Combine experience for the committee members and chairpersons: Auditing, Governance, Risk Management, Information Communication Technology, Organisational Performance Management, Performance Information, External Auditing or Legal; Prior committee experience (Audit, Risk Anti-Fraud) is strongly preferred. Competencies: Attributes and skills highly independent, integrity, objectivity, reliability, knowledge of governance process and risk management principles and internal control, good communication skills, strong leadership skills and knowledge of Education Sector.

DUTIES : Audit Committee Members (Including Chairperson): Participating in audit committee meetings and deliberations; Reviewing internal controls, risk management and governance processes; Overseeing and approving internal and external audit plans and outcomes; Monitoring implementation of audit recommendations; Reviewing financial and performance reporting. Additional Responsibilities of Audit Committee Chairperson: Leading and facilitating committee meetings; Guiding strategic discussions on key risks; Engaging with management, internal and external auditors. Providing strategic guidance to accounting officer and executive authority on the Departmental governance process. Risk Management Committee Chairperson: Chairing the Risk Management Committee and serve on the Audit Committee; Providing strategic oversight to accounting officer and executive authority on risk management frameworks and practices; Advising the accounting officer and the executive authority on risk identification, mitigation, and risk appetite. Monitoring implementation of risk mitigation plans; Overseeing Business Continuity Management (BCM) and fraud prevention; Presenting quarterly risk reports to the Audit Committee.

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

POST 34/03 : **DEPUTY DIRECTOR: CHIEF INFORMATION SECURITY OFFICER REF NO: DBE/69/2026**

Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Government Information Technology Office

SALARY : R1 101 468 per annum (Level 12)

CENTRE : Department of Basic Education (Pretoria)

REQUIREMENTS : Applicants must be in possession of NQF level 6 post matric qualification in Information Technology/Information Systems or equivalent qualification as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; A minimum of two (2) certifications in any of the following: ITIL, COBIT, CISA, CISM, CISSP, CRISC, ISO 27001 plus a minimum of at least five (5) years' experience as a Chief Information Security Officer/ Information Security Officer; Experience in managing networks; Sound knowledge of Enterprise or Technology architecture environment is required, strategic management, information and communication technology systems and processes; Sound knowledge of Microsoft environment, virtualised, cloud environments; Sound knowledge of business continuity management; Sound

		knowledge of the E-government strategy and roadmap, interactive communication, problem solving and analytical thinking orientation, planning and organising skills, project management skills, strategic thinking; Understanding organisational information flows and maintaining an inventory of data; Understanding the data classification framework and implementing controls in accordance with the sensitivity levels; Vulnerability awareness through an understanding of the vulnerability Detection and management program; Patching and Remediation SLAs and Agreed-upon timelines for addressing security vulnerabilities; A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for CyberSecurity Program: Designing, configuring, deploying, and maintaining security controls to safeguard the Department's infrastructure; Actively protecting the Department's information technology assets and infrastructure from external or internal threats and ensuring compliance with statutory and regulatory requirements regarding information access, security, and privacy; Analysing problems and recommending solutions, products and technologies to meet the Organisation's security and information security objectives; Performing security assessments for all systems and applications and checking for compliance with cybersecurity standards and regulations in projects and new system design implementation; Developing and interpreting the cybersecurity strategy and framework; Interpreting cybersecurity maturity levels and implementing road maps; Leading the implementation of best practice network security controls across cloud environments and On-premises platforms to maintain resistance against cyberattacks; Focusing on the safe adoption of AI integration; Data protection and encryption: Ensuring sensitive information is identified and adequately protected; Developing or installing software, such as data-at-rest encryption programs and SSL certificates to protect sensitive information in transit and in use; Supporting the development of disaster response and recovery strategies and its implementation within the DBE; Troubleshooting security and network problems to maintain a fit-for-purpose DR site and business continuity plans; Network, web, and Endpoint Security and monitoring; Threat and Vulnerability Management: Leading threat landscape assessment and situational Cyber-attack; Ensuring vulnerability assessments and penetration tests are performed periodically; Analysing and interpreting vulnerability results and facilitating remediation of identified vulnerabilities at Protection and Response Maturity levels in conjunction with other business application owners; Providing reports to Senior Management on the vulnerability management program. Incident response and third-line support: Providing third-line support to any Information security-related queries; Overseeing and providing advanced incident response support for breaches, intrusions, or data theft; Performing Third-Party Risk Management: Effective monitoring of supplier security postures; Ensuring rapid recovery capabilities. Delivering on Security Projects within budget; Training employees on Information Security.
<u>ENQUIRIES</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
<u>POST 34/04</u>	:	<u>DEPUTY DIRECTOR: DEBT, REVENUE AND FINANCIAL COMPLIANCE</u> <u>REF: DBE/70/2026</u> Branch: Finance and Administration Chief Directorate: Financial Management Services Directorate: Financial Services
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a qualification NQF level 6 or equivalent qualification as recognised by SAQA in Financial Accounting/ Financial Management/Management Accounting; Four (4) years relevant experience as an Assistant Director in the area of debt and revenue management, in-depth knowledge of the Debt/Loss Control officer's responsibilities; Knowledge and understanding of the public sector financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation; Ability to develop and apply policies; Computer literacy, planning, organisational skills, communication skills (verbal and written); Numeracy and accuracy skills; People management and leadership skills; A good understanding of BAS, PERSAL and other computer systems.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing of accounts receivable and revenue collection; Handling documents and information with

strict confidentiality; Preparing financial statements relevant to the section; Ensuring that financial transactions are brought to book; Managing the cashier's office activities and banking; Managing the TRC payments; Collecting and keeping safe Departmental revenue; Ensuring safekeeping of financial documentation according to prescripts; Ensuring that reconciliations are done monthly; Ensuring telephone accounts are paid; Establishing and maintaining a strong relationship with key stakeholders internally and externally; Ensuring that all outstanding interdepartmental receivables are followed up, cleared and reconciled; Responding and resolving audit queries related to the section; Providing supervision to junior staff; Investigating irregular and fruitless and wasteful expenditure, identify potential financial risks (inclusive of fraud risks) and facilitating management action to mitigate the identified risks; Testing and monitoring level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and raise findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process; Monitoring the implementation of internal and external audit recommendations based on the audit results; Attending Audit steering committee meetings; Monitoring the progress of audit recommendations; Coordinating, monitoring and reporting on fruitless and wasteful expenditure registers; Coordinating, monitoring and reporting on irregular expenditure registers; Monitoring and strengthening the control environment within the Department through performance of planned internal control assessments of Quarterly key control assessments and follow through of all data analysis reviews; Managing operational risk register; Performing any duties as delegated.

<u>ENQUIRIES</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
<u>POST 34/05</u>	:	<u>SENIOR REGISTRY CLERK REF NO: DBE/71/2026</u> Branch: Finance and Administration Chief Directorate: Finance Management Services Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria The applicant must be in possession of a Senior Certificate or equivalent qualification; Knowledge of personnel registry; Basic knowledge of PERSAL and Archive Rules pertaining to personnel records are additional recommendation; Good organisational skills, communication skills (Verbal and Written); Computer and interpersonal relations skills are essential; Ability to deal with confidentiality matters, work under pressure and work independently as well as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for writing of standard letters to institutions and government departments; Handling basic enquiries on PERSAL; Ensuring that new personnel files are opened and that records are well maintained; Receiving and posting of documents; Maintaining registers and files.
<u>ENQUIRIES</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
<u>POST 34/06</u>	:	<u>TELECOM OPERATOR REF NO: DBE/72/2026</u> Branch: Finance and Administration Chief Directorate: Finance Management Service Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria The applicant must be in possession of a Senior Certificate or equivalent; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills, Ability to work under pressure and to solve problems; Customer service and document management.
<u>DUTIES</u>	:	The successful candidate will be responsible for answering and directing incoming calls to relevant section/ directorate; Providing information about services rendered by the department; Scanning all incoming calls and maintaining a record; Providing internal telephone directory to staff when required; Providing secretarial services to sections when officials are not in office and convey messages; Providing contact details of all Provincial and District Offices to the public; Ensuring that the switchboard is always manned; Rendering an effective and efficient telephone service to department.
<u>ENQUIRIES</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

<u>POST 34/07</u>	:	<u>SECURITY GUARDS REF NO: DBE/73/2026 (X8 POSTS)</u> Branch: Finance and Administration Chief Directorate: Finance Management Services Directorate: Security and Asset Management 12 Months Renewable Contract
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate or equivalent; Communication (written and verbal); Valid PSIRA Registration; Security Training with accredited security training such as Grade "A, B, C or D"; Fire Fighting & First Aid certificate added advantage; Clean criminal record; Security and operational skills- access and egress control; Patrol and surveillance techniques; CCTV and alarm monitoring; Incident and emergency response; Visitor and vehicle management; key and access control management; Communication skills- effective verbal communication; Good written communication and report writing; active listening; professional interaction with officials, visitors and the public; Personal competencies- professionalism; discipline and adherence to procedures; Reliability and punctuality; Alertness and vigilance; Ability to remain calm under pressure; Integrity, Honesty and confidentiality; Problem solving and decision making- assess situations and take appropriate actions; Ability to identify potential risks; Respond effectively to emergencies; Escalate the incidents through correct reporting channels; Exercising sound judgment within delegated authority; Team-work and interpersonal skills; Ability to work effectively as part of security team; Cooperation with management and other stakeholders; Conflict management skills; Respect for diversity and different backgrounds; Ability to work with SAPS, and other security stakeholders where required.
<u>DUTIES</u>	:	The successful candidate will be responsible for guarding and protecting of people, property and information; Conducting security patrols; Monitoring CCTV and alarm systems; Searching persons, vehicles or property where legally authorised; Responding to security incidents and emergencies; Maintaining OB and incident reports; Enforcing organizational security procedures; Reporting suspicious activities, security breaches and incidents; Managing security operations in the department.
<u>ENQUIRIES</u>		Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

CENTRE FOR PUBLIC SERVICE INNOVATION

APPLICATIONS

: must be submitted through CPSI eRecruitment (<https://erecruitment.cpsi.co.za>) This link is for CPSI applications only. Emailed or hand-delivered/posted/couriered applications will not be considered. Applications received after the closing date will not be considered.

CLOSING DATE

: 05 October 2026 at 23h59

NOTE

: CPSI reserves the right not to fill the above-mentioned posts, withdraw or to put a position on hold and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA. The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI's vision is to enable a solution-focused effective and efficient public sector and is playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through developing new solutions and unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions: (1) Providing the Minister (and his portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service innovation. (2) Creating an enabling environment that nurtures, supports and encourages innovation within the South African Government. (3) Initiating, implementing and managing self-sustainable innovation projects in partnership with other government institutions, the private sector and other relevant stakeholders. (4) Implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of these positions. Applicants must note that the information as required on the new form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document) will be uploaded onto the system during the application process whereafter a form will be generated. Applicants thus do not have to upload a completed and signed new Z83 form. Do however note that failure to upload ALL required information onto the system may lead to disqualification of the application during the selection process. By submitting your application, it also means you consent to the Centre for Public Service Innovation (the CPSI) 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 their own expense. 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 will be subjected to (1) a practical exercise, (2) integrity (ethical conduct), and (3) personnel suitability checks, including criminal records, citizenship or permanent residency verification, financial records, and qualification/study verification. Applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Include the email address of your references. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment, as well as complete a financial interest declaration within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to excessive budget cuts, the department cannot meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for shortlisted and successful candidates.

INTERNSHIP 2026/27

The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for internship positions from promising graduates. Candidates who previously participated in an internship programme in any Government Department will not be considered.

OTHER POSTS

<u>POST 34/08</u>	:	<u>INTERN: INTERNAL AUDIT: REF NO: 0003/2026</u> (Twenty-four-month contract)
<u>SALARY</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 certificate. A recognised National Diploma /Degree (NQF level 6/7) qualification in Internal Audit. Applicants must be unemployed. Siyakhula Student Membership Programme/ Institute of Internal Auditors South Africa (IIASA) membership will be an added advantage.
<u>DUTIES</u>	:	The successful Intern will participate in the development of internal audit plans, planning audit projects, execution of audit engagements, reporting and support to audit committees. The internship provides an opportunity to be part of the development programme for internal auditors including follow-ups of audit findings. Personal Profile: Basic skills that Interns should possess include office management; computer literacy; interpersonal skills; teamwork. Must have strong interpersonal skills, demonstrate sound work ethic and be honest, respectful and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information. Good verbal and written communication skills. Ability to communicate with internal and external partners.
<u>ENQUIRIES</u>	:	James Agenbag Tel No: (012) 336 1420
<u>POST 34/09</u>	:	<u>INTERN: LEGAL SERVICES: REF NO: 0004/2026</u> (Twenty-four-month contract)
<u>SALARY</u>	:	R98 097 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 certificate. A recognised degree (NQF level 7) in law. Applicants must be unemployed. Practical Legal training will be an added advantage.
<u>DUTIES</u>	:	The successful Intern will be exposed to the drafting of legal opinions, litigation matters; contracts, service level agreements and the drafting, processing and the interpretation of legislation related to the public administration. Assist with providing legal advice on legislative matters regarding existing public administration legislation. Support the Public Administration Management Amendment Act/Public Service Act/Regulations. Assist with drafting Regulations to align with Public Service Amendment Bill. Assist in finalising Handbook and reviewed determinations and directives. Support the drafting and processing of any other legislative reform process. Personal Profile: Basic skills that Interns should possess include office management; computer literacy; interpersonal skills; teamwork. Must have strong interpersonal skills demonstrate sound work ethics and be honest, respectful and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information. Good verbal and written communication skills. Ability to communicate with internal and external partners.
<u>ENQUIRIES</u>	:	Peter Mashala Tel No: (012) 336 1000/1176

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

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

**CLOSING DATE**

: 05 October 2026

NOTE

: Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account. Applications must be submitted with two (2) attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. If either or all of these two attachments are not submitted, the applicant's application will be disqualified. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialed and signed by the applicant. Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric

assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

<u>POST 34/10</u>	:	<u>DIRECTOR: TECHNOLOGY INNOVATION AND ARTIFICIAL INTELLIGENCE GOVERNANCE REF NO: DTIAIG</u> Nature of Appointment Permanent
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An appropriate NQF Level 7 qualification / Degree in Information and Communication Technology (ICT) / Computer Science, Information Systems / Digital Transformation, Engineering/Innovation Management or a relevant equivalent qualification. A minimum of five (5) years' experience at Middle / Senior Management in leading digital transformation, technology adoption, or innovation ecosystem development. A postgraduate qualification (NQF Level 8 or above) in Digital Economy Studies, Technology Management, or Public Sector Innovation will be an added advantage. Skills / Competencies And Knowledge: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Problem Solving And Analysis, Client Orientation, Customer Focused Communication, Emerging Technology Integration, Internet Of Things (Iot), Cloud Computing, Big Data Analytics, Digital Transformation, ICT Ecosystem, National Digital and Future Skills Strategy 4IR Initiatives, AI Governance and Responsible AI, Emerging Technology Strategy and Foresight, Technology Policy and Regulatory Analysis, Innovation Ecosystem Development, Entrepreneurship and ICT SMME Development, Technology Commercialisation, Strategic Partnership Development and Resource Mobilisation, Public-Private Partnerships, International Technology Cooperation, Technology Investment and Financing Models, Government Policy and Legislative Processes, Technology Standards and Ethics, Innovation Procurement and Market Creation.
<u>DUTIES</u>	:	The purpose of the post is to manage and create an enabling digital environment, policy framework and innovative strategic reforms that govern the delivery of technology innovation, research and artificial intelligence governance services in line with the department's strategic objectives. The successful candidate will manage and drive the development and implementation of technologies and artificial intelligence policies and strategies to drive innovation, entrepreneurship, and economic growth in the digital sector. Research and analyse emerging technologies, market trends and industry practices to inform strategic decision-making and increase innovation in high-tech manufacturing and relevant industries. Invest in research and development (R&D), establish financing and alternative start-up scheme activities to support and promote responsible innovation practices. Facilitate access to venture capital, grants, blended finance, development finance, corporate investment and public-private partnerships, and manage intellectual property and technology transfer processes to support the commercialisation of government-supported innovation. Identify the latest emerging disruptive technologies, potential opportunities of emerging technologies applicable to government, society, and operational services and develop mitigation strategies to mitigate potential risks. Spearhead initiatives to support ICT and mobilise support and incubation to foster a culture of experimentation and creativity within society, driving forward-thinking approaches to problem-solving and service delivery. Develop and support innovation ecosystems, guiding technologies and enterprises through the continuum of research, innovation, prototyping, incubation, funding, commercialisation, market adoption and scaling. Collaborate with industry partners, research institutions, and other stakeholders to establish partnerships to drive technology adoption and innovation and stay updated on the latest technological advancements and trends. Build, negotiate and sustain strategic partnerships with multinational technology companies, research institutions, universities, international organisations, development agencies, investors and entrepreneurs, identifying mutual value and mobilising resources to convert relationships into sustainable programmes. Drive global developments and policy frameworks related to

emerging technologies to ensure alignment with national objectives and priorities. Monitor and interpret international technology policy developments within the ITU, United Nations, G20, BRICS, African Union and other relevant institutions, and translate these into South African policy responses and implementation programmes. Conduct SEIAS and manage the design of an AI governance framework to monitor compliance with relevant regulations and standards, manage risks and ensure ethical and responsible AI use. Support the establishment and maintenance of AI Institute, Hubs and Centres of Excellence, and support initiatives to develop AI applications, platforms and solutions in collaboration with entities and partners. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.

<u>ENQUIRIES</u>	:	Ms N Sekele Tel No: (012) 427 8599, Ms N Khosa Tel No: (012) 427 8260, Mr M Cilo at 068 227 5029
<u>APPLICATIONS</u>	:	Application Link <u>CLICK HERE</u>
<u>POST 34/11</u>	:	<u>DIRECTOR: PARLIAMENTARY, CABINET AND CLUSTER SUPPORT REF NO: DPCCS</u> Nature of Appointment Permanent
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification / Degree in Public Administration / Political Science / Law or Management or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience at Middle / Senior Management level in Parliamentary and Cabinet environment. Skills / Competencies And Knowledge: Strategic Capability and Leadership, People management and Empowerment, Programme and project Management, Financial Management, Change Management, Problem Solving and Analysis, Client Orientation, Customer Focused Communication, Analytic and Problem-Solving Skills, E-Cabinet system for Cabinet Work, Government Administrative Processes, Continuous Learning, Agility and Adaptability, Public Service Regulations Act, Public Financial Management Act, RSA Constitution, Labour Legislation.
<u>DUTIES</u>	:	The purpose of the post is to manage and drive the provision of effective and efficient Parliamentary, Cabinet and Cluster services in support of the Director-General. The successful candidate will manage and drive all parliamentary processes relating to the department, including preparing and submitting parliamentary questions (PQs), briefing notes, and responses to committee requests, to ensure compliance with parliamentary rules and timelines. Manage and drive the flow of parliamentary questions (oral and written); ensure quality control, accuracy, and compliance with deadlines; track progress and maintain the central PQ management system; support/facilitate preparation for parliamentary meetings, debates, and committee sittings. Manage the coordination of cabinet memoranda/submissions; ensure documents meet secretariat standards and are submitted within timelines; prepare briefing packs for the Director-General ahead of cabinet/committee meetings; and track post-cabinet decisions and monitor departmental implementation. Provision of administrative support to the department and Ministry in relation to Cabinet/Cluster and Parliamentary work and enable seamless integration of content to be submitted to Cabinet/Cluster. Manage EXCO/MANCO related requests. Drive adherence to governance systems and processes, model the culture of the Department, manage DGO staff based in the Parliamentary office in Cape Town and manage Directorate risks. Manage and drive the department's participation in Parliamentary Portfolio and Select Committee meetings, including preparation of presentations, briefing documents, and follow-up actions. Act as a key point of contact with the Cabinet Secretariat; Parliamentary Committees, Ministry, Cluster departments, and senior management in the department. Identify emerging risks raised in Parliament for the department and advise the Director-General on mitigation actions, ensure rapid response mechanisms for urgent PQs. Review and ensure the quality, accuracy, and policy alignment of all Parliamentary and Cabinet submissions, briefing notes, speeches and reports before submission to the Executive Authority. Contributing to key result areas such as strategic

functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.

ENQUIRIES : Ms N Sekele Tel No: (012) 427 8599, Ms N Khosa Tel No: (012) 427 8260, Mr M Cilo at 068 227 5029

APPLICATIONS : Application Link [CLICK HERE](#)

OTHER POSTS

POST 34/12 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DDER**
Nature of Appointment Permanent

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

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An appropriate NQF level 7 qualification/Degree in Labour Relations/ Labour Law / Human Resources Management or a relevant equivalent field as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience at Assistant Director/Middle Management level in delivering labour relations services. PERSAL proficiency. Skills / Competencies And Knowledge: Job knowledge, Quality of Work, Initiatives; Planning and Executions, Communication, Teamwork, Reliability, Ability to Meet Deadlines, Ability to Work Under Pressure, Service Delivery Innovation, Project Management, Report Writing, Investigation, Problem Solving and Analysis, Negotiation, Discipline Management, Collective bargaining, Conflict and Dispute Resolution, Research, Data analysis, Presentation, Facilitation, Honesty, Integrity Business partnering, HCM Systems, HCM Policies And Procedures.

DUTIES : Manage the design and maintenance of employee relations policies, plans, systems, guidelines, procedures, and processes, in line with the relevant public service prescripts, and monitor compliance. Provide advice on all ER legislative framework and processes, including rights and obligations, interpretation of policies and labour law, and facilitate capacity-building programs to empower employees on ER matters and supervisors on discipline management. Obtain mandates where required and represent the department in relevant ER structures, hearings and labour relations forums. Manage conciliation/arbitration cases, as well as the implementation of arbitration awards and Labour Court judgments. Coordinate and monitor labour disputes in collaboration with legal services/state attorney on litigation cases. Manage and conduct ER investigations, draft charge sheets, and ensure resolutions/outcomes are approved, communicated and implemented. Facilitate the resolution of employee grievances and disputes to maintain a harmonious work environment and promote a positive work culture. Facilitate disciplinary/consequence management processes and ensure finalisation of cases, including referral of criminal cases to relevant law enforcement agencies. Manage and facilitate the department's collective bargaining processes and agreements, including consulting on topics, providing data and developing action plans. Establish and maintain partnerships and regularly liaise with organised labour. Manage and facilitate appeal processes, including appointing appeal committee members, investigators/initiators, and chairpersons, and obtaining necessary approvals and communication of final outcomes. Prepare and facilitate the approval and submission of monthly, quarterly and annual ER statistics and reports to relevant internal and external stakeholders. Contribute to key result areas such as project management, managing financial resources, driving change and operational excellence and managing compliance.

ENQUIRIES : Ms N Sekele Tel No: (012) 427 8599, Ms N Khosa Tel No: (012) 427 8260, Mr M Cilo Tel No: (012) 427 8514

APPLICATIONS : Application Link [CLICK HERE](#)

<u>POST 34/13</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE IMPROVEMENT, BUSINESS PROCESSES AND GOVERNANCE COMPLIANCE REF NO: DDPBG</u> Nature of Appointment Permanent
<u>SALARY</u>	:	R932 292 per annum (Level 11), the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules.
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualifications / Degree in Risk Management / Governance and Compliance / Operational Management/Quality Management or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience at Assistant Director/Middle Management level in a Governance and Compliance environment. Training certificate in Business Process Management or related training. Skills / Competencies and Knowledge: Job knowledge, Quality of Work, Initiative, Planning and Execution, Communication, Teamwork, Reliability, Service Delivery Innovation, Governance and Compliance, Policy Coordination, Business Process Analysis and Mapping, Quality Management/Assurance, Stakeholder Engagement, Benchmarking, Research.
<u>DUTIES</u>	:	The purpose of the post is to coordinate, facilitate and monitor the delivery of governance frameworks and performance improvement initiatives. The successful candidate will facilitate the review and implementation of governance frameworks and assess the governance structure to embed sound governance in the Department. Establish and coordinate governance and compliance committee (GCC) activities and provide operational and secretariat services to the committee. Coordinate processes and advise functional areas on developing and maintaining policies. Business Processes and Standard Operating Procedures (SOPs) in line with approved guidelines and a risk-based approach. Maintain a comprehensive, up-to-date database of policy, SOP, and business process blueprints and registers to ensure consistency, accuracy, and accessibility, and to monitor compliance. Identify and advise on processes that could be reengineered, in collaboration with the business units and IT, to improve operational effectiveness. Facilitate the establishment of quality standards for programme delivery to ensure outcomes meet defined standards. Manage the development of governance terms of reference and charters and monitor their effective rollout and adoption across the Department. Assist in interfacing with oversight structures through effective processing of their recommendation. Assist with enterprise project management administrative activities where required. Contributing to key result areas such as project management, managing financial resources, driving change and operational excellence and managing compliance.
<u>ENQUIRIES</u>	:	Ms N Sekele Tel No: (012) 427 8599, Ms N Khosa Tel No: (012) 427 8260, Mr M Cilo Tel No: (012) 427 8514
<u>APPLICATIONS</u>	:	Application Link <u>CLICK HERE</u>

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	05 October 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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 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 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. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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). ERRATUM: Please be advised that the position of an Assistant Director: Financial Compliance, referenced as Ref No: HR4/25/06/64HO, located at Head Office, Pretoria, which was advertised in the Public Service Vacancy Circular 21 dated 20 June 2025, with a closing date of 04 July 2025, has been withdrawn.

OTHER POSTS

<u>POST 34/14</u>	:	<u>DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2DDRPDI/UF</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Social Sciences / Public Administration or Management / Development Studies / Public Policy / Social Security Administration at NQF Level 6 as recognized by SAQA. Five (5) years' experience of which two (2) years must be functional experience in Research

		and Policy Development and three (3) years' experience at Assistant Director level. Knowledge: Policy Analysis, Development and Management. Research Management. Quality Management. Project Management. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Report Writing. Project Management. Diversity Management. Policy Analysis, Development and Management. Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, and PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Monitor policy development processes in UIF. Monitor policy review in UIF. Manage research studies for UIF. Manage resources (Human, Finance, Equipment / Assets) the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr TJ Molema Tel No: (012) 337 1673
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-UIF20@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>NOTE</u>	:	Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disability.
<u>POST 34/15</u>	:	<u>COUNSELLOR GRADE 1-3 REF NO: HR4/4/8/2</u>
<u>SALARY</u>	:	Grade 1: R741 102 – R821 070 per annum, (OSD) Grade 2: R844 128 – R935 045 per annum, (OSD) Grade 3: R953 094 – R1 055 292 per annum, (OSD)
<u>CENTRE</u>	:	Ulundi– KwaZulu Natal
<u>REQUIREMENTS</u>	:	A four-year B-Psych degree/ Honours degree in Psychology/ Honours degree in Industrial Psychology. Experience: Grade 1: 0 years' experience, Grade 2: 8 years' experience, Grade 3: 16 years' experience. Registration with Health Professional Council of South Africa (HPCSA) as Psychometrist/ Registered Counsellor (Independent practice), Valid driver's licence. Knowledge: International Labour Organisation, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA and POPI Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership and Networking.
<u>DUTIES</u>	:	Provide technical support to labour centres for the delivery of Employment Counselling services. Manage the referral of work seekers to relevant Employment Services and active Labour Market interventions. Co-ordinate the dissemination of Employment and Career information to Labour Centres. Establish and manage relationships between Employment Counsellors and relevant organisations. Co-ordinate the administration of Psychometric Assessment. Supervise Administrative Personnel.
<u>ENQUIRIES</u>	:	Mr T Nkosi Tel No: (035) 879 8800
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi. For Online Application: Jobs-KZN3@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 34/16</u>	:	<u>ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT</u> <u>REF NO: HR4/4/3/2ASDBSCM/UIF (X2 POSTS)</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) Public Administration and Business Administration. Four (4) years' experience of which two (2) years must be functional experience in Board Services and secretariat environment and two (2) years at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and Procedures. Board Services Charter. Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy.

<u>DUTIES</u>	:	Facilitate investigations on national appeal cases referred by Provinces. Provide technical support on enquiries referred to the Fund (e.g Minister's Office, Public Protector, Director-General and Commissioner). Provide administrative and support services to the Board. Manage resources (Financial, Equipment/ Assets/ Human Resources) in the Sub- Directorate.
<u>ENQUIRIES</u>	:	Ms LJ Van Wyk Tel No: (012) 337 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF21@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>POST 34/17</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE GOVERNANCE REF NO: HR4/4/3/2ASDCG/UIF</u> Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification (NQF Level 6) in Public Management/ Administration / Auditing/ Law / B Com Law/ B Com Auditing. Four (4) years' experience of which two (2) years must be functional experience in Board and Committees environment and two years at a supervisory level Knowledge: Public Finance Management Act (PFMA). Protocol on Corporate Governance in the Public Sector (PCGPS). Handbook on Appointment of persons/s in Boards of State and State Owned Entities (HAPBSSOE). Companies Act (CA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR) Skills. Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Conduct research on governance developments and best practices. Facilitate Implementation of Corporate practices in the Fund. Facilitate the review and approval of Charters/ Terms of Reference of Committees. Quality assure quarterly board and committees validations reviews. Facilitate Board and Committee annual evaluations. Manage all resources (Human, Financial, Equipment/ Assets) in the sub- directorate.
<u>ENQUIRIES</u>	:	Mr SP Mashele Tel No: (012) 337 1608/ 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF22@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>POST 34/18</u>	:	<u>ASSISTANT DIRECTOR: TRADE CREDITORS: REF NO: HR4/4/3/2ASDTC/UIF (X2 POSTS)</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr V Nefale Tel No: (012) 337 1450
<u>APPLICATIONS</u>	:	email: Jobs-UIF23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Practices

<u>POST/ 34/19</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/3/2ASDHRM&ER/WC</u> (Three (3) Years Contract)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management / Public Management/ Employee Relations at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human resources System and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum information Security Standards, PERSAL and other HR information management systems. Skills: Communication (Verbal and Written), Computer Literacy (Excel, Word, PowerPoint, PERSAL, etc.), Innovative / Creative, Presentation, Responsiveness, Report writing, Time management, Organizing and Planning, Financial Management, Policy Analysis and Problem Solving and Decision Making.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment / Assets) in the Division.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/20</u>	:	<u>CHIEF PERSONNEL OFFICER: HR OPERATIONS REF NO: HR4/26/10/01HO</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF 6 as recognised by the South African Qualifications Authority (SAQA) in Human Resources Management. PERSAL Certificate in Personnel Administration. Two (2) years functional experience in Service Benefits and Recruitment and Selection. Two (2) years supervisory experience in HR Operations. Knowledge: National Skills Development Strategy, Public Service Human Resource Development, Management principles and practices, Public Service rules and regulations, Batho Pele principles, Public Finance Management Act, DEL policies and procedures, Management information systems. Skills: Time Management, Stress Management, Team building, Managerial skills (Plan, organise, coordinate and control), Communication skills incl. presentation skills, report writing and interviewing skills, Training, mentoring and coaching, Technical skills (Project Management, Quality management), Interpersonal skills, Computer usage (MS-Excel, MS-Word, MS-PowerPoint, MS-Access and Ms-Project)
<u>DUTIES</u>	:	Ensure efficient and effective recruitment practices. Facilitate the accurate and timely processing and approval of service benefits. Administer and oversee Permanent Incapacity Leave and Ill-Health Retirement (PILIR) processes.
<u>ENQUIRIES</u>	:	Ms N Darmalingam Tel No: (012) 309 4533
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za
<u>NOTE</u>	:	EE targets priority will be given to African Males, Coloured Males, Indian Females and White Males and Females.
<u>POST 34/21</u>	:	<u>SENIOR PRACTITIONER EMPLOYEE RELATIONS REF NO: HR4/4/10/1 (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Western Cape

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resources Management/ Public Management/ Employee Relations at NQF level 6 as recognised by SAQA. Two (2) years' must be functional experience in Employment Relations Management environment. Driver's license will be added as an advantage. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of case law and trends in Labour Law, Public Finance Management Act (PFMA), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA procedure. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organising, Communication, Presentation, Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the department. Represent the department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/22</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR 4/4/10/2</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/ Development / Training and Development / Management of Training / Public Management / Industrial and Organisational Psychology at NQF Level 6 as recognised by SAQA. Two (2) years' functional experience in Human Resources Management/ Training and Development/ Performance Management Services. Drivers Licence will be added as an advantage. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Service Regulations Public Finance Management Act (PFMA), Human Resource Development Policies, Human Resource Systems (PERSAL), Skills Development Act (SDA), Skills Development Levies Act (SDLA), Labour Relations Act (LRA), Basic Condition of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA). Skills: Communication, Computer Literacy, People Management, Project Management Presentation, Report Writing, Time Management, Design and Development, Organizing and Planning, Problem Solving, People Management, Presentation, Planning and Organizing.
<u>DUTIES</u>	:	Coordinate the implementation Human Resource Development initiatives in the province. Coordinate the implementation of Performance Management System in the province. Implement Internships/Learnership Programmes and Induction Programmes. Manage resources (Human resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/23</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/10/3</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/Public Management at NQF Level 6 as recognised by SAQA. Driver's License will be an added advantage. Two (2) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, and Report Writing.

<u>DUTIES</u>	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms. K Fuller Tel No: (021) 441 8119 Jobs-WC4@labour.gov.za Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/24</u>	:	<u>SENIOR STATE ACCOUNTANT: CLAIMS CREDITORS REF NO: HR4/4/3/1SSACC/UIF (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria An undergraduate qualification in Accounting/ Cost and Management Accounting / Financial Management / Public Finance Management / Business Management/ Economics/ Auditing at NQF Level 6 as recognised by SAQA. Two (2) years' experience in Finance environment. Knowledge: Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from the Treasury. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report Writing. Planning and Organising. Analytical. Numeracy. Presentation. Interpersonal.
<u>DUTIES</u>	:	Process daily payment of approved benefit claims to eligible beneficiaries. Verification of open vouchers. Provide information for Financial reports on benefits payments. Verify beneficiary claims. Supervise resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms DP Manana- Mthembu Tel No: (012) 337 1617 email: Jobs-UIF24@labour.gov.za Sub-directorate: Human Resource Practices
<u>POST 34/25</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X26 POSTS)</u>
<u>SALARY CENTRE</u>	:	R413 001 per annum Labour Centre: Boksburg Ref No: HR4/4/4/07/09 (X1 Post) Labour Centre: Brakpan Ref No: HR4/4/4/07/10 (X1 Post) Labour Centre: Carletonville Ref No: HR4/4/4/07/11 (X1 Post) Labour Centre: Kempton Park Ref: No: HR4/4/4/07/12 (X1 Post) Labour Centre: Nigel Ref No: HR4/4/4/07/13 (X1 Post) Labour Centre: Randburg Ref No: HR4/4/4/07/14 (X2 Posts) Labour Centre: Roodepoort Ref No: HR4/4/4/07/15 (X2 Posts) Labour Centre: Sebokeng Ref No: HR4/4/4/07/16 (X2 Posts) Labour Centre: Soweto Ref No: HR4/4/4/07/17 (X1 Post) Labour Centre: Springs Ref No: HR4/4/4/07/18 (X1 Post) Labour Centre: Vanderbijlpark Ref No: HR4/4/4/07/19 (X3 Posts) Labour Centre: Vereeniging Ref No: HR4/4/4/07/20 (X1 Post) Labour Centre: Bronkhorstspuit Ref No: HR4/4/4/07/21 (X2 Posts) Labour Centre: Ga-Rankuwa Ref No: HR4/4/4/07/22 (X1 Post) Labour Centre: Krugersdorp Ref No: HR4/4/4/07/23 (X2 Posts) Labour Centre: Randfontein Ref No: HR4/4/4/07/24 (X1 Post) Labour Centre: Mamelodi Ref No: HR4/4/4/07/25 (X1 Post) Labour Centre: Soshanguve Ref No: HR4/4/4/07/26 (X1 Post) Labour Centre: Temba Ref No: HR4/4/4/07/27 (X2 Posts)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Business Administration or Management / Public Administration or Management/Operations / Accounting / Finance NQF Level 6 as recognised by SAQA. Management/ Financial Accounting/Finance at NQF Level 6 as recognised by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour and UIF Policies and Procedure/ Operations System / Batho Pele Principles/ Protection of Personal. Information

		Act (POPIA), Skills: Interpersonal, Presentation, Listening, Communication (Verbal and Written), Computer Literacy, Problem solving, Planning and Organising.
<u>DUTIES</u>	:	Provide Unemployment Insurance service through interaction with customers. Provide quality assurance and follow up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment / Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana / Mr N Pillay Tel No: (011) 853 0300
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application please follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets – Priority will be given to White males and White Females.
<u>POST 34/26</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HRO REF NO: HR4/4/8/1</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office, KwaZulu Natal
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Human Resource Management. One (1)- Two (2) years functional experience doing the Human Resource Management Services. A valid driver's licence. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public Service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.
<u>DUTIES</u>	:	Render the Recruitment and Selection process, Process and approve service benefits e.g. Leave, housing allowances, acting allowances, etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TB Gumede Tel No: (031) 366 2355
	:	Deputy Director: Human Resource Management, PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Indian Male, Indian Female.
<u>POST 34/27</u>	:	<u>FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/8/3</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office – KwaZulu Natal
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Economics/ Logistics Management/ Supply Chain Management/ Public Management/ Public Administration/ Financial Management. Valid Driver's licence. One (1) year functional experience in Fleet/ Transport Management Services. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Technical aspects of field of speciality. Skills: Communication (Oral and written communication skills). Coordination. Planning and organisation. Report writing. Computer (Operation of a computer and assigned software). Monitoring and evaluation. Time management.
<u>DUTIES</u>	:	Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the Province. Perform general administrative tasks in respect of fleet operations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mwelase Tel No: (031) 366 2316
	:	Deputy Director: Finance and Office Services, PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN31@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
	:	Indian Males, Indian Females, White Females and Persons with disabilities are encouraged to apply.

<u>POST 34/28</u>	:	<u>ADMINISTRATIVE OFFICER: EMPLOYER SERVICES OFFICER REF NO: HR4/4/9/180</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office, East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Social Sciences (Psychology)/ Public/Business Administration. One (1) year functional experience in Recruitment Services. Knowledge: Human Resource Management, ILO Convention, Financial Management, Skills Development. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing.
<u>DUTIES</u>	:	Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement Opportunities. Provide operational support for capacity building of ESSA end users. Coordinate large (provisional) opportunities from key stakeholders and DEL placement services opportunities.
<u>ENQUIRIES</u>	:	Ms NR Ngaki Tel No: (043) 701 3074/76
<u>APPLICATIONS</u>	:	Chief Director: Private Bag X9005, East London, 5200 or hand deliver at 03 Hill Street, East London, 5200. Email: Jobs-EC3@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section
<u>NOTE</u>	:	Priority will be given to African Males, White Males and White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities
<u>POST 34/29</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/03</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Mdantsane, Eastern Cape
<u>REQUIREMENTS</u>	:	Three years' qualification Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr L Mduduma at (082) 787 7746
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at No 1 Mazaula Street, NU 1 Mdantsane or email at Jobs-ECMDS@Labour.gov.za
<u>NOTE</u>	:	Priority will be given to African males, white males, white females, Coloured Males, Coloured Females, Indian Males, Indian Females, People with Disability.
<u>POST 34/30</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HR4/4/10/4 (X4 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office Western Cape
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Communication, Computer Literacy, Innovative/ Creative, Presentation, Report writing, Time Management, Organising and Planning, Problem Solving.

<u>DUTIES</u>	:	Implement human resource administration practices (Recruitment and Selection). Implement conditions of services (Leave, Housing, Medical. Injury on Duty, Long Service Recognition. Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	:	Jobs-WC5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 34/31</u>	:	<u>REGISTRY CLERK REF NO: HR4/4/3/1RC/UIF</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Batho Pele Principles. Record Management. Skills: Communication. Listening. Computer Literacy. Time Management. Interpersonal. Planning and Organising.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render effective filling and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Mr S Mkhize Tel No: (012) 337 1423/ 1562
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-UIF25@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices
<u>NOTE</u>	:	Priority will be given to Indian Males and Females, White Males, White Females and Persons with disabilities.
<u>POST 34/32</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/8/07</u> Re-advertisement, applicants who applied before must re-apply
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Durban Labour Centre, KwaZulu Natal
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr S Mchunu Tel No: (031) 336 0424
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X10074, Marine Parade, Durban, 4056 or hand deliver at Government Building, Masonic Grove, Durban. For online Applications Email: Jobs-KZN16@Labour.gov.za
<u>NOTE</u>	:	African Males, Indian Males, White Males, White Females and People with Disabilities are encouraged to apply

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

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>CLOSING DATE</u>	:	05 October 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural preference, emotional intelligence and integrity. 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.

MANAGEMENT ECHELON

<u>POST 34/33</u>	:	<u>DIRECTOR: LAW REFORM REF NO: RCSM34/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF7) in Law or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience at middle or senior managerial level in Law reform. Successful completion of the Senior Management Pre-entry Programme, as endorsed by the National School of

Government (NSG), must be submitted prior to appointment. Experience in the legislation and policy development process. Knowledge: public service and departmental policies, legislation and procedures; environmental, administrative and mining legislation; research methodologies and presentation skills; legal administration; strategic coordination/planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills and Competencies: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership; programme and project management; change management; knowledge management; service delivery innovation (SDI); problem solving and analysis; people management and empowerment; client orientation and customer focus; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's license.

DUTIES

: Provide legislative support (drafting, vetting and commenting on Bills, policies and subordinate legislation) to the Department. This includes drafting and legally vetting Policies, Bills, Regulations, Notices, Strategies, Plans, Norms, Standards and related workflows. Review Socio-Economic Impact Assessments (SEIAS) Reports. Review Comments and Responses Reports (CRRs). Taking Bills and some sub-ordinate legislation through the Cabinet process, Parliamentary process and engagements with the Office of the Chief State Law Advisor, and Parliamentary Legal Advisors. Provide legal support (legal opinions/advice/research on legislation administered by the department, submissions, briefing documents, responses to the public, media statements Parliamentary questions, support to interpretation queries and subordinate legislation). Legally vet applications for exemptions, authorisations, licenses and permits. Manage Delegations Register for the Department. Participate and represent the Department in forums, committees, meetings, and related stakeholder platforms. Coordinate law reform and policies through the Intergovernmental Relations (IGR) Process. Management of the Directorate including the performance of the staff, attend management meetings and financial management.

ENQUIRIES

: Mr S Kobese Tel No: (012) 399 9351

OTHER POSTS

POST 34/34

: **DEPUTY DIRECTOR: FOREST SECTOR CHARTER COORDINATION REF NO: FOM42/2026**

SALARY CENTRE REQUIREMENTS

: R1 101 468 per annum, (all-inclusive salary package)
: Pretoria
: National Diploma (NQF Level 6) or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in the forestry sector, of which three (3) years must be at an Assistant Director level or equivalent supervisory / management level. Experience in stakeholder coordination, policy implementation, programme management or transformation within the forestry sector will be an added advantage. Knowledge and understanding of project and programme management, the Public Finance Management Act (PFMA), Treasury Regulations, the Public Service Act and Public Service Regulations. Knowledge and understanding of the National Forests Act, 1998 (Act No. 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), the National Environmental Management Act (NEMA), the National Environmental Management: Biodiversity Act (NEMBA), the Promotion of Administrative Justice Act (PAJA), and other relevant environmental legislation. Knowledge of data management, analysis, monitoring and reporting. Good understanding of the forestry sector and transformation initiatives. Excellent project and programme management, planning and organising, communication (written and verbal), report writing,

	financial management, analytical and problem-solving, facilitation, negotiation, stakeholder management, leadership, conflict management and computer literacy skills. Ability to develop and implement policies and programmes, work independently and as part of a multidisciplinary team, work effectively under pressure, manage competing priorities, and resolve conflict. Good interpersonal relations, creativity, integrity, honesty and a high level of ethical conduct. Willingness to work extended hours when required. A valid driver's licence and willingness to travel extensively.
<u>DUTIES</u>	: Coordinate the implementation of the Forest Sector Charter, ensuring effective implementation of the Charter's transformation targets and sector commitments. Coordinate the implementation and monitoring of the Forestry Sector Masterplan relating to transformation initiatives and Government Charter Undertakings. Develop and monitor policies and strategies that support the Forest Sector Charter. Interface with the Forestry Sector Charter Council and other stakeholders, act as the focal point for engagement with government, industry, labour and community representatives regarding the Charter, and coordinate community outreach and awareness programmes. Oversee and manage the submission of business plans, reports and funding for the Forestry Sector Charter Council, develop, maintain and manage the Forest Sector Charter and transformation database to support the implementation, monitoring and reporting of transformation initiatives. Ensure accurate documentation and record-keeping in alignment with the Public Finance Management Act (PFMA) and other governance requirements. Ensure compliance to legislation, policies and prescripts related to the Forest Sector Charter, manage allocated budgets for Charter-related programmes and ensure efficient use of financial resources. Manage compliance with relevant legislation, including the National Forests Act, 1998 (Act No. 84 of 1998), the National Environmental Management Act (NEMA), the National Environmental Management: Biodiversity Act (NEMBA), the National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), and Public Service Regulations.
<u>ENQUIRIES</u>	: Ms. S Dzivhani, Cell No: 0721979264
<u>POST 34/35</u>	: <u>DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT</u> <u>REF NO: RCSM35/2026</u>
<u>SALARY</u>	: R932 292 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: National Diploma (NQF6) in Information Science, Knowledge Management or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience in Knowledge and Information Management environment, of which at least three (3) years should be at entry/junior management level (Assistant Director level or equivalent). Understanding of knowledge management frameworks, strategies, policies, implementation plans, governance instruments, practices and systems. Knowledge of relevant public-service legislation, directives, prescripts and departmental procedures. Understanding of knowledge management maturity assessments, monitoring and evaluation, change management, organisational learning, knowledge sharing, knowledge harvesting, and knowledge retention approaches. Knowledge of electronic knowledge management systems, digital information-sharing platforms, evidence management and reporting requirements. Strategic planning, leadership, people management, project management, change management, policy development and implementation, monitoring and evaluation, stakeholder engagement, research, analytical, problem-solving, negotiation and conflict-resolution skills. Good verbal and written communication, report-writing, presentation, facilitation, coordination, planning and organising skills. Computer literacy and the ability to work independently, under pressure and as part of a multidisciplinary team. A service-oriented approach, sound interpersonal relations, initiative, integrity and a strong sense of responsibility.
<u>DUTIES</u>	: Manage the development, implementation, monitoring and review of the Department's knowledge and information management frameworks, strategies, policies, plans, protocols, guidelines, standard operating procedures and supporting governance instruments. Conduct and manage knowledge management maturity assessments. Develop, implement, monitor and update the Department's knowledge management implementation plan, knowledge management Policy, knowledge management strategy, change management plan and monitoring and evaluation plan. Ensure alignment of knowledge management frameworks and strategies with DPSA directives,

departmental strategic objectives and emerging good practices. Manage the implementation and institutionalisation of knowledge management programmes, initiatives, systems, and interventions that promote knowledge sharing, retention, accessibility, and utilisation across the Department. Coordinate communities of practice, After action reviews, brown-bag sessions, knowledge-harvesting and knowledge-retention processes. Facilitate knowledge management awareness-building and capacity-building initiatives. Promote a departmental knowledge-sharing culture through appropriate change-management interventions. Identify and implement electronic systems and digital platforms that support knowledge and information management. Monitor and evaluate the effectiveness and impact of knowledge management interventions and recommend improvements. Manage knowledge management governance structures, stakeholder engagement and compliance processes. Coordinate the establishment and operation of knowledge management governance structures in line with DPSA directives and departmental requirements. Manage the preparation, recording, quality assurance, approval and implementation of resolutions and decisions taken by knowledge management governance structures. Coordinate meetings of knowledge management governance structures. Represent the Department at the national DPSA knowledge management forum and other relevant knowledge management forums and platforms. Manage monitoring, evaluation and reporting on the implementation of knowledge management initiatives, plans and strategies. Manage the compilation and submission of annual, quarterly and ad hoc knowledge management reports. Facilitate consultation and reporting to the Department's knowledge and information management forum and other relevant governance structures. Manage the collection, verification, and maintenance of evidence to support knowledge management implementation. Coordinate the submission of knowledge management implementation reports and supporting evidence through the DPSA online system.

ENQUIRIES

: Ms A Mampye Tel No: (012) 399 9263

POST 34/36

: **CONTROL ENVIRONMENT OFFICER GRADE A: NATIONAL INFRASTRUCTURE AUTHORISATION REF NO: RCSM24/2026**

SALARY
CENTRE
REQUIREMENTS

: R636 978 per annum, (OSD)

: Pretoria

: A recognised Four (4) year degree in Environmental Management/ Science or Natural Science or equivalent qualification (NQF 8) in a related field coupled with Six (6) years post qualification experience. Appropriate experience in the application of National Environmental Management Act (Act 107 of 1998) (NEMA), as amended, NEMA Environmental Impact Assessment Regulations 2014 (GN No, R982 of 4 December 2014, as amended) and National Environmental Management Waste Act. Knowledge of EIA Regulations, the integrated environmental management and its application. Extensive knowledge of sustainable development ideals and objectives, and all associated integrated environmental management instruments and tools. Understanding of the policy and legislative framework governing environmental management in general and legislative process. Experience in the administration and review of EIA's and the dynamics of EIA's administration systems. Applicants must have the following skills: Advance computer skills, Project management skills, report writing skills and good communication skills (written or oral). Applicants must be able to work individually and in a team, and must have the ability to work under pressure without supervision. Applicants must be willing to travel extensively and have a valid driver's license.

DUTIES

: Administer the environmental authorisation system in terms of NEMA and NEMWA related to all national developments. Review EIA reports and recommendations made by Case Officers. Review and process a Section 24G and 30A applications in terms of NEMA and its Regulations, 2014 as amended. Establish and/or maintain relationships with key stakeholders on a monthly or bi-monthly or quarterly meetings or forums. Manage, respond and/ or delegate queries from stakeholders. Manage, guide and advise Control Environmental Officers and Case Officers. Coordinate and interact with stakeholders and provide guidance during planned and impromptu meetings as well as during site visits to clarify EIA related matters. Review and/ or provide technical input to Appeals Response Reports (ARRs). Support Regulatory Services with compliance monitoring and enforcement. Participate in the South African Wind

		Energy Association (SAWEA) and Strategic Infrastructure Projects (SIPs) meetings for EIA applications lodged with the Department. Respond to Promotion of Access to Information Act (PAIA) requests, Ministerial and Parliamentary queries.
<u>ENQUIRIES</u>	:	Ms Masina Morudu Tel No: (012) 399 9375
<u>POST 34/37</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LEGAL SUPPORT- NEMA REF NO: RCSM30/2026</u>
<u>SALARY</u>	:	R610 434 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	LLB degree or relevant qualification as recognised by SAQA. A minimum of eight (8) years post qualification experience in the provision of legal services. Extensive experience in drafting legislation both primary and subordinate legislations. Knowledge of public service and departmental policies, legislations and procedures; environmental, administrative and mining legislations; research methodologies and presentation skills; legal administration; strategic coordination/ planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills & Competencies: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership; programme and project management; change management; knowledge management; service delivery innovation (SDI); problem solving and analysis; people management and empowerment; client orientation and customer focus; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's licence.
<u>DUTIES</u>	:	Provide legislative support to the department (drafting, vetting and commenting on Bills, policies and subordinate legislation). provide general legal support relating to the National Environmental Management Act, 1998 (NEMA) and its subordinate legislation (Legal opinions/ advice/ research on legislation administered by the Department, submissions, briefing documents, responses to the public, media queries, parliamentary questions, support to interpretation queries in terms of NEMA and subordinate legislation). Provide legal support in relation to NEMA/ Specific environmental management Acts and mining alignment support. Taking Bills through and assisting in the Cabinet and Parliamentary processes. Ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered to. Provide legislative and policy coordination support to Working Groups and subordinate structures dealing with NEMA and subordinate legislation, and participate in law reform fora of other Departments and inputs on draft Bills, subordinate legislation, policies and guidelines with specific focus areas.
<u>ENQUIRIES</u>	:	Mr S Kobese Tel No: (012) 399 9351
<u>POST 34/38</u>	:	<u>BIODIVERSITY OFFICER SPECIALISED PRODUCTION: BIOSECURITY ENFORCEMENT REF NO: RCSM36/2026</u>
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Honours degree (NQF8) in Natural/Environmental Sciences or relevant qualification as recognised by SAQA coupled with a minimum of three (3) years' experience in the relevant field. Knowledge and experience in criminal and administrative enforcement. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge and relevant experience in criminal procedures including the Criminal Procedures Act, court processes and

document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, in particular but not limited to alien and invasive species, threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. A Certificate in Environmental Management Inspector will be an added advantage. Advanced skills in policy formulation. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure. Ability to work under pressure, willingness to travel. Computer literacy. A valid driver's licence.

DUTIES : Ensure enforcement of Biodiversity related legislations. Coordinate enforcement operations. Do criminal investigations, crime scene management and open criminal cases to prosecute offenders, Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement Information system. Develop and facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES, AIS and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums and processes regarding policy and legislative reform.

ENQUIRIES : Mr Oupa Chauke Tel No: (012) 399 9317

POST 34/39 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: CRIMINAL INVESTIGATION (X2 POSTS)**

SALARY CENTRE : R518 769 per annum, (OSD)
Pretoria Ref No: RCSM28/2026
Cape Town Ref No: RCSM29/2026

REQUIREMENTS : Honours degree (NQF8) in Natural/Environmental Sciences/Management or relevant qualification as recognised by SAQA coupled with a minimum of three (3) years' experience in the criminal investigations or related investigative field. Applicants must have demonstrable experience in conducting criminal investigations, gathering and managing evidence, interviewing witnesses, obtaining affidavits and warning statements, compiling investigation reports and preparing case dockets for submission to prosecuting authorities. Experience in the application of environmental legislation to cases of non-compliance and working within the criminal justice system will be advantageous. Experience in conducting criminal investigations relating to environmental offences, particularly waste and pollution-related crimes, will serve as a strong recommendation. Knowledge: Investigation best practice; environmental policies and legislation; environmental compliance and enforcement methodologies; criminal investigation processes; the Criminal Procedure Act; National Environmental Management Act (NEMA); constitutional law; administrative law; civil procedure; criminal procedure; environmental governance; evidence management and chain of custody requirements; the criminal justice system; and the integration of scientific and technical information into criminal investigations. Sound knowledge of environmental crimes associated with waste management, pollution incidents, unlawful disposal of waste, contaminated land, industrial pollution and other environmental offences. Skills and Competencies: Good written and verbal communication skills. Strong investigative, analytical and evidence-gathering skills. Ability to compile high-quality investigation reports and criminal case dockets. Computer literacy and information management skills. Ability to analyse complex information and apply legislation effectively. Good interpersonal relations, stakeholder engagement and problem-solving skills. Ability to work independently and within multidisciplinary teams. Ability to work under pressure and meet deadlines. Honesty, integrity, objectivity, reliability and a strong sense of responsibility. Ability to interact effectively with prosecutors, SAPS, environmental authorities, laboratories and other stakeholders. Must have a valid driver's licence and be willing to travel extensively.

<u>DUTIES</u>	:	Conduct criminal investigations into environmental offences, with a particular focus on waste and pollution-related crimes, in accordance with the Criminal Procedure Act, NEMA and other applicable environmental legislation. Conduct inspections, site investigations and crime scene activities. Collect, preserve and manage evidence, including environmental samples, and ensure proper chain of custody procedures are maintained. Gather and analyse information and evidence relating to environmental crimes. Obtain affidavits, warning statements and other evidentiary material. Draft and serve subpoenas and other legal documents required during investigations. Register criminal cases with the South African Police Service and maintain accurate records of investigations. Capture and update information on departmental enforcement systems and prepare weekly and monthly reports. Finalise investigations and compile comprehensive criminal case dockets, including investigation reports and charge sheets, for submission to the Director of Public Prosecutions or Specialised Prosecution authorities for decision. Manage criminal cases during the post-investigation phase, including consultation with prosecutors, witness preparation, attendance at court proceedings and provision of technical support during prosecutions. Facilitate successful prosecution outcomes by responding to requests for further particulars, attending consultations and court proceedings, and providing evidence where required. Participate in compliance and enforcement operations, multidisciplinary investigations and strategic projects aimed at addressing environmental non-compliance and environmental crime. Assist with operational planning, implementation, reporting and capacity-building initiatives. Co-operate and liaise with national, provincial and local government authorities, the National Prosecuting Authority, SAPS, Environmental Management Inspectors, laboratories and other stakeholders to strengthen environmental compliance and enforcement outcomes.
<u>ENQUIRIES</u>	:	Mr. G Walters Tel No: (012) 399 9476
<u>POST 34/40</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INTEGRATED ENVIRONMENTAL AUTHORISATION REF NO: RCSM26/2026</u>
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree (NQF Level 8) in Environmental Sciences or relevant equivalent qualification as recognised by SAQA. A minimum of three (3) years' experience in Environmental Management or relevant field. Experience in processing EIA decisions and currently involved in the EIA sector. Appropriate knowledge and experience in the application of National Environmental Management Act as amended with specific reference to S24 and National Environmental Management: Waste Act. Knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. 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. Attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good interpersonal relations and diplomatic skills. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Ability to work under pressure.
<u>DUTIES</u>	:	Processing EIA (Environmental Integrated Authorisations) final decisions; Receive a draft report. Comment on the draft. Receive a final report. Verify, review and analyse information and conditions. Ensure final decisions (environmental authorization (EAs) are routed within timeframe. Processing of other EIA (Environmental Integrated Authorisations) decisions and NEMA section 24G applications submitted; Comments on draft reports (BARs/SRs/EIRs) & application forms, acknowledgement and comments on EA amendment applications (part 1 & 2), Comments on EMPr amendments, EMPr approvals, EA amendment, MMPs, exemptions, all S24G decisions, etc. Coordinate and interact with stakeholders and provide guidance during planned and impromptu meetings as well as during site visits to clarify EIA (Environmental Integrated Authorisations) related matters; Attend project specific and preapplication meetings. Conduct site inspections. Updating of the project priority lists/database. Respond to external queries and requests via

email. EIA Administration & functional support to management and Branches within the Department. Archiving decision and projects folders on EDMS. Archiving finalized files. Provide technical input to Appeals Response Reports (ARR's).

ENQUIRIES : Ms. B Ncube Tel No: (012) 399 9368

POST 34/41 : **LEGAL ADMINISTRATION OFFICER (MR5): LAW REFORM REF NO: RCSM31/2026**

SALARY : R483 219 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : LLB degree or relevant qualification as recognised by SAQA. A minimum of 8 years post qualification experience in the provision of legal services. Experience in drafting legislation both primary and subordinate legislation. Knowledge: public service and departmental policies, legislation and procedures; environmental, administrative and mining legislation; research methodologies and presentation skills; legal administration; strategic coordination/ planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills and Competencies: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's license and willingness to travel.

DUTIES : Draft, vet and comment on Bills, policies, and subordinate legislation; Provide assistance in taking Bills through Parliament and assist in Cabinet and Parliamentary processes; Provide legal opinions, advice and research on legislation administered by the department; Comment or vet submissions, letters, exemptions, authorizations, licenses or permits submitted to the Minister/ DG; Draft or provide input on Ministerial submissions and briefings, draft responses to media queries and Parliamentary queries; Provide legal support in meetings; Provide inputs or comments on legislation or policies received from other national departments; Manage delegation register for the Department; Coordinate law reform and policies and Provide legal support when environmental legislation is taken on review.

ENQUIRIE : Mr S Kobese Tel No: (012) 399 9351

POST 34/42 : **SENIOR FORESTER: FORESTS MANAGEMENT REF NO: FOM49/2026**

SALARY : R413 001 per annum
CENTRE : Qhuden (KwaZulu Natal)
REQUIREMENTS : National Diploma (NQF6) in Forestry or relevant qualification within the related field recognized by SAQA. A Minimum of two (2) years' experience in Forestry or relevant field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) including other relevant legislations such as NEMA, NEMBA, CARA, Protected Areas Act, Public Services Act, PFMA and Treasury Regulations. Knowledge of the forest and environmental management sector. Knowledge of PCI&S management Framework. People management and empowerment. Client orientation and customer focus. Financial Management. Project and Programme Management. Good communication skills (written and verbal). Facilitation and negotiation skills. Conflict management skills. Planning and organising skills. Good interpersonal relations skills. Ability to work under pressure and work long hours. Ability to work individually and in a team. A valid Driver's license and willingness to travel and be able to drive State Vehicles.

DUTIES : Render commercial activities in state forest plantations. Implement operational plans for the state forest plantations. Quality assures work rendered by service providers. Development of management plans. Assist in compiling and updating annual plans of operations. Plan and conduct physical verification for

		state forest plantations in the region. Monitor compliance with applicable business processes for management of state forest plantations. Prepare weekly and monthly reports. Implement the Audit Action Plan and keep record of evidence. Create jobs through Expanded Public Works Programme. Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Forest Act (NFA), Conservation of Natural Resources Act (CARA) and National Veld Forest Fire Act (NVFFA). Administer forestry support services. Participate in stakeholder engagements. Conduct awareness campaigns.
<u>ENQUIRIES</u>	:	Eva Mkhwanazi Cell No: 082 882 1317
<u>POST 34/43</u>	:	<u>SENIOR STATE ACCOUNTANT: CREDITORS REF NO: CFO24/2026</u>
<u>SALARY</u>	:	R413 001 per annum, remunerative salary
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Accounting / Financial Management or relevant qualification in the related field as recognised by SAQA. A minimum of two (2) years' experience in Financial Management. Knowledge of financial management, accounting and business practices. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Financial management; Accounting; BAS; LOGIS. Public Service financial legislative frameworks. Adequate skills in computer use. Advanced skills in financial management. Supervisory skills. Good interpersonal relations. Problem Solving and Analysis. Client Orientation and Customer Focus. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work individually and in team. Ability to apply policies, strategies and legislation. Ability to work under pressure with difficult persons and to resolve conflict. Sense of responsibility, Honesty and loyalty.
<u>DUTIES</u>	:	Authorise sundry payments. Check if the document was signed by officials and authorized by the responsible manager. Authorise LOGIS Payments. Verify the document with the information captured on BAS and LOGIS system by the capturer before authorising. Updating, reporting and reconciliation of the Prepayments and Advances accounts. Ensure the Telkom register is updated and interfaces cleared. Compiling and reporting of Accruals & Payables not recognised. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as financial delegations. Reconcile 30 days report. Reconcile all the individual reports and submit to the supervisor.
<u>ENQUIRY</u>	:	Ms. J Davis Tel No: (012) 399 9119
<u>POST 34/44</u>	:	<u>OFFICE ADMINISTRATOR II VARIOUS CHIEF DIRECTORATE REF NO: RCSM32/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Office Management / Public Administration or relevant qualification in the related field as recognised by SAQA. A minimum of one (1) year experience in executive support and office administration function. Knowledge of procurement procedures. Knowledge of Public Service Act and relevant prescripts. Basic understanding of Public Financial Management Act and Treasury regulations. Good Understanding of administration and records management. Knowledge of diary management and minutes taking. Experience in document management. Skills: Good interpersonal relation, Communication (written and verbal), Coordination and organising skills. Good computer literacy (MS Word, Excel, PowerPoint, Outlook and internet). Ability to gather and analyse information. Ability to screen telephone. Understanding of public service systems and procedures will also serve as an advantage. Ability to work under pressure and work independently with limited supervision.
<u>DUTIES</u>	:	Provide efficient secretarial support by maintaining documents register for incoming and outgoing documents, liaising with stakeholders and other government departments, allocation and tracking workflows on EDMS system and diary management. Provide efficient and effective administrative support by managing filing systems, managing and distributing incoming and outgoing correspondence. Ensure compliance with procurement policies and procedures, make follow up with SCM for payment of companies. Provide financial administration services support by assisting with budget

		management, petty cash, compiling monthly financial reports, S&T claims are completed and submitted and assist with compilation of BAS payments.
<u>ENQUIRIES</u>	:	Mr M Mashele Tel No: (012) 399 8632
<u>POST 34/45</u>	:	<u>LANGUAGE PRACTITIONER REF NO: ODG06/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Applied Linguistics / Language Practice or relevant qualification, in the related field as recognised by SAQA, with specialisation in Sepedi and translation studies. A minimum of one (1) year experience in language services, translation or a related field. Understanding the utilisation of the Constitution of the Republic of South Africa, 1996; the Use of Official Languages Act, 2012 (Act No. 12 of 2012); and the Pan South African Language Board Act, 1995 (Act No. 59 of 1995), among other related legislation. Knowledge of translation and editing. Knowledge of public service policies and administration procedures. Good interpersonal skills, excellent communication skills (written and verbal), as well as analytical, coordination, and stakeholder liaison skills. Be computer literate with knowledge of MS Excel, MS PowerPoint, MS Word, Outlook, and the Internet. Possess personal attributes such as being innovative and proactive, be able to gather and analyse information, work independently and in a team, work under pressure, be willing to work long hours, and be responsible and loyal.
<u>DUTIES</u>	:	Translate documents. Conduct research and consult on translation issues. Edit and proofread translations. Provide support in terminology development by extracting and defining terms, as well as providing provisional equivalents. Collaborate with other terminology development stakeholders. Create language awareness and provide language-related support to departmental employees. Provide support in monitoring the implementation of the departmental language policy. Provide support by editing documents, as well as recording and filing edited documents. Liaise with branches regarding queries related to documents to be edited.
<u>ENQUIRIES</u>	:	Ms C Van Der Colff Tel No: (012) 399 9275
<u>POST 34/46</u>	:	<u>ADMINISTRATION CLERK: EPWP REPORTING REF NO: EP23/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 (Microsoft Office). 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.
<u>DUTIES</u>	:	Provide administrative and logistical support to the Directorate: receive and register incoming and outgoing correspondence. Make photocopies. Assist with petty cash requests and procurement of office stock. Records management. Distribution of documents in a prompt and confidential manner. Make travel arrangements for the officials. Handle travel claims. Maintain and oversee the filing system of the Directorate. Create folders on Microsoft Teams. Provide electronic internal filing platform(s) support to users. Upload Directorate evidence on weekly/monthly basis on electronic filing platforms. Consolidate and maintain sub-directorate monthly inventory registers. Provide training support for electronic internal filing platform(s). Maintain database of trained stakeholders. Assist with the management of finances within the Directorate. Procurement of goods and services using the correct procedures. Prepare quarterly procurement reports for the Directorate. Ensure that orders are created, and invoices are paid timeously.
<u>ENQUIRIES</u>	:	Ms S Maphalla Tel No: (012) 399 9753

<u>POST 34/47</u>	:	<u>ADMINISTRATION CLERK: TRAVEL ADMINISTRATION REF NO: CMS42/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate Post matric qualification and experience in travel administration will be an added advantage. Knowledge of administrative and clerical procedures. Understanding of financial and procurement procedures. Ability to prioritise work. Knowledge of BAS and LOGIS. Knowledge and understanding of procurement policy. Computer literacy. Good communication (Written and verbal) and interpersonal skills. Ability to work under pressure.
<u>DUTIES</u>	:	Administer fruitless and wasteful expenditure /no shows/late cancellations. Obtain list of no shows and late cancellations from the Travel Agent on a weekly basis (Monday). Advise officials of incorrect actions to avoid a repeat. Compile a list of no shows and distribute to the relevant DDGs. Verify payments of travel accommodation. Receive the payment stubs from Finance and add the disbursement number and action date onto the hard copy next to the invoices paid. Compile and Consolidate No-Shows/Late Cancellation Weekly/Monthly Reports. Forward copies of invoices to the relevant supervisor. Reconciliation of reports from Finance and Determination Committee. Reconcile the BAS payment advice with the statement from suppliers.
<u>ENQUIRIES</u>	:	Mr. V Naidoo Tel No: (012) 399 8537
<u>POST 34/48</u>	:	<u>SECURITY OFFICER REF NO: BC15/2026</u>
<u>SALARY</u>	:	R170 226 annum
<u>CENTRE</u>	:	Mpumalanga and Limpopo
<u>REQUIREMENTS</u>	:	NQF level 3. Private Security Industry Regulations Act (PSIRA) Certificate. No experience required. Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures and security processes. Departmental & Public Services prescripts. CCTV operation. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to lead multidisciplinary team. Ability to organise and plan under pressure. Good interpersonal relations skills. Conflict management and resolution. Responsibility and loyalty.
<u>DUTIES</u>	:	Perform access control. Ensure that unauthorised person and dangerous objects do not enter the building/premises. Perform proper lock up for all offices and access points. Operate and monitor control room security equipment. Monitor access control movements screen. Ensure safety in the building and premises. Undertake building/premises patrols to identify and check: all the passages and toilets before locking the main glass door and that no official is locked inside the office. Fire hazards exposed electrical contacts and other fire hazards emanating from instance chemicals. Apply emergency procedures (in situation like bomb scares, riots etc.) and alert the emergency service and departmental management. Provide receptionist services. Provide visitor stickers when entering and moving around the department. Ensure that the occurrence register and other register are kept up to date i.e. all incidents are recorded and brought to the attention of the supervisor. Obtain feedback from supervisors on incidents reported.
<u>ENQUIRIES</u>	:	Mr SN Matsila Tel No: (015) 519 3312
<u>POST 34/49</u>	:	<u>FORESTRY SERVICE AID REF NO: BC14/2026 (X3POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Mpumalanga and Limpopo
<u>REQUIREMENTS</u>	:	NQF Level 1 or relevant equivalent qualification. Knowledge of: Planting and firefighting. Personal Attributes: Planning and execution, Acceptance of responsibility, Interpersonal relations, teamwork, reliability, self-discipline. Skills: Good communication skills, planning interpersonal skills and listening skills.
<u>DUTIES</u>	:	Render Silviculture functions within plantations and forests. Conduct the marking of plots, counting and marking of trees. Update a variety of registers regarding the aspects of work. Fight forest/veld fire or perform prescribed burning task. Render harvesting services. Monitor the propagation of activities.

ENQUIRIES

Produce and process poles (e.g. cutting of poles, drying of poles, and sampling of poles).
: Mr SN Matsila Tel No: (015) 519 3312

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	05 October 2026 at 12 pm
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. 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 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. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . 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.
MANAGEMENT ECHELON		
<u>POST 34/50</u>	:	<u>CHIEF DIRECTOR: PUBLIC FINANCE ADVISORY (PFA) REF NO: G017/2026</u> Term: Permanent
<u>SALARY</u>	:	R1 554 696 - R1 858 821 per annum (Level 14), (all – inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ Advanced Diploma/ BTech degree (NQF 7) as recognised by SAQA in Economics, Public Policy, Public Management or related field. A Postgraduate and Master's degree (NQF 8 and 9) qualification in Economics, Public Policy, Public Management will be advantageous. 5 years of experience at a senior management level. At least 10 - 12 years' experience working in a government entity and/or consulting environment. Must have broad knowledge of public finance and the functions of Treasuries, Broad knowledge of public service legislation, Excellent communication skills, Policy development skills, Project management skills. Must have ability to diagnose, analyse and make recommendations, good problem-solving skills and good business writing skills.
<u>DUTIES</u>	:	To oversee and direct the effective and qualitative provision of public finance consulting and advisory services to client entities in support of GTAC's mandate and strategy by managing the interface between GTAC clients, technical resource mobilisation, project delivery and administrative processes.

PFA strategic and operational management: Participate in and contribute to GTAC strategic planning and manage the review, development, implementation and reporting on the PFA strategy, annual performance plan, operational plan and performance indicators. Manage the PFA financial performance including the development, implementation, review, and, if required, adjustment of the PFA Medium Term Expenditure Framework (MTEF), costed operational plan, drawings schedule, in-year monitoring report, Adjusted Estimates of National Expenditure (AENE) schedule, and adjustments report. Manage the quality assurance of and updates to the PFA standard operating procedures and business processes. Manage the PFA systems use and licence agreements, and enhancements to functionality. Manage the PFA structure and filling of posts, delegation of work and development of performance agreements, review of performance and development of performance improvement plans, resolution of issues, and provision of guidance. Oversee the administration of PFA documents, office resources and stationery, and travel arrangements and reimbursements. Manage the preparation for, participation in/chairing of, and reporting on PFA strategic and operational meetings including Ministerial briefings, Executive Committee (EXCO) and Management Committee (MANCO) meetings, Operational Management Meetings (OMM) meetings, PFA team meetings, and Accounting Officer update meetings. Manage PFA governance including ensuring that PFA information and documents are compliant and audit ready, the PFA assets register is updated and correct, and conducting quarterly and annual reviews and updating of the PFA risk register and risk management report. Stakeholder and Client Relations and Strategic Partnerships: Represent GTAC, where required, in ministerial, NT and parliamentary engagements, liaison and communications ensuring compliance with departmental and parliamentary calendars. Manage the production of reports and documents for parliamentary committees, intergovernmental forums, technical working groups, and other high-level consultations. Establish, build and maintain strategic partnerships with National Treasury, government departments, public entities, municipalities, and development partners. Manage the building and establishment of client relationships and conducting client satisfaction surveys. Manage participation in interdepartmental networking, and knowledge exchange and sharing. PFA Service Offerings and Knowledge Products Management and Promotion: Lead, guide and control the development, management, capacity building and continuous improvement of PFA service offerings and quality assurance frameworks and related guides, templates, tools and evaluation grids. Manage the identification/assessment of new advisory and technical assistance opportunities, development/review and approvals of business development and project pursuit decisions, and the strategic positioning and publishing of PFA service offerings. Manage, review and address quality assurance outcomes regarding systemic technical risks across projects, major quality concerns identified through QA processes, and emerging technical or strategic issues. Manage the identification and development of PFA knowledge products (guides, methodologies, toolkits) and presentations for GTAC webinars and publishing on the GTAC website. Manage the preparation of advisories for presentation to Ministers, the Presidency, Cabinet processes, intergovernmental forums, MTEC, Budget Council and parliamentary engagements on public expenditure policy and budget reforms, costing and risk analysis of public finance legislation and policy proposals and design of governance frameworks and implementation plans, and institutional reform initiatives in the outcomes system, performance agreements, delivery agreements, and public-sector monitoring systems at municipal, provincial and national level. Lead and guide the preparation of advisories and provide support to the NT DG and DDGs' Budget Group on studies and improvements to allocative efficiencies of Government goals, sectors, policies, programmes and institutions, approaches to improving budgetary and public expenditure analysis processes to support NTs' strategic role, and gaps and inefficiencies in financial policies and public financial management. Lead and guide the preparation of advisories for Ministers and departments on the efficiency, effectiveness and alignment of government spending with national priorities and on areas of waste, inefficiency or misalignment to enable informed decisions that optimise the use of public funds. Projects Governance and Management: Lead and guide the maintenance and continuous improvement of the GTAC project management framework including methodologies, processes and controls, and training

materials and guides. Manage the establishment, development and maintenance of the PFA project governance framework system, processes and controls, and training materials and guides. Lead and guide the identification and establishment of multidisciplinary collaboration across practice areas and GTAC projects requiring integrated advisory support, ensuring joint QA arrangements across practice areas. Lead and guide monthly and quarterly reviews of technical and operational reports on practice management, technical coordination across projects, resource and capability considerations, technical risks and mitigation measures, project quality monitoring, and cross-practice integration. Manage the review, verification and approval of PFA projects reporting and documents including the monthly PFA projects progress report, PFA projects financial management reports, quarterly PFA projects list and information reports, and PFA projects narrative reports for inclusion in the Ministers Report. Lead and monitor the review and resolution of project implementation issues including delivery bottlenecks and technical risks, multidisciplinary coordination challenges, cross-cutting technical issues, and systemic quality concerns and emerging risks. Professional Services Provider Panel Management: Lead, guide and monitor the refreshment and maintenance of the PFA professional services provider panel including the procurement, contracting, onboarding, induction and ongoing business knowledge development of technical advisors. Lead, guide and monitor the productivity and performance of PFA technical advisors including reviewing contract usage and performance reports, conducting performance reviews, addressing performance issues, confirming contract continuation or termination, and reviewing and signing contract closure reports. PFA projects establishment and management: Lead and guide the initiation of PFA projects including processing of client requests and Ministerial instructions, management of client engagements and conducting of exploratory and scoping meetings. Manage the establishment of PFA projects including the development and preparation of client Memoranda of Agreements (MoAs), review of draft project charters and proposed scope, resourcing and costing, and confirmation of project teams and budgets. Monitor and control the registration of projects on the GTAC master project register, allocation of project numbers and cost centres, and uploading of project charters and client MoAs. Manage the allocation of technical advisors including checking rotation, approving instructions to perform work, registration of LTA assignments, and removing/adding team members as requested. Manage the procurement of project resources including approving terms of reference and memo/request for quotation, approving bid nomination letter, attending Bid Evaluation Committee meetings as required, checking service provider contract file (checklist, award memo, draft award letter, and draft contract) and signing contracts. Manage and approve project extensions / amendments requests, including preparation of contract-related motivations and memos, project terms of reference, and proposed discrete project budget adjustments. Project Delivery and Quality Assurance: Lead, guide and review the production and quality assurance of project inception reports including project workplans, technical approaches, governance, stakeholder engagement plans, and project risk management plans. Lead, monitor and manage the implementation and management of projects and compliance to the project charter and agreements including project scope, deliverables, timelines, and budget across all project cycle stages including planning, implementation and post evaluation. Manage PFA client relationships and services quality including responding to client queries, attending project meetings and providing advice as required/needed, resolving any emerging service problems, and conducting PFA client. Lead, monitor and manage project progress reviews and quality assurance of project deliverables, and identification and resolution of emerging technical risks, challenges and quality concerns or escalation to the Head: GTAC surveys. Monitor and ensure all project documents are properly stored, version-controlled and made available for institutional learning (including reports, presentations, spreadsheets, research, records, datasets, models, templates and tools). Project Budget Management, Reporting and Closure: Oversee, verify and approve monthly project budget and expenditure reports management and submission. Manage the review and approval of TA time records per project/assignment, TA electronic records, and TA disbursement claims. Oversee, approve and control project travel, logistics and arrangements and disbursement claims, and time sheets, contract usage and invoicing. Oversee, guide and control the closure of PFA projects including

reviewing and approving project closure reports and follow up proposals and recommendations, evaluating lessons learnt reports, and updating project guidelines as relevant. Oversee, guide and control the recovery of project costs including preparing submission to Finance and reviewing, approving and monitoring client invoicing and payments.

ENQUIRIES

: Kaizer.Malakoane@gtac.gov.za at 066 250 7072

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 34/51</u>	:	<u>DIRECTOR-GENERAL REF NO: DHET 01/10/2026</u> (Five (5) Year Fixed Contract)
<u>SALARY</u>	:	R2 446 749 per annum (Level 16), (all-inclusive remuneration package), comprising of basic salary (70% of package), employer's contribution to Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is payable.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A senior certificate, an undergraduate qualification and a postgraduate qualification (NQF Level 8) in Business Administration/Public Management or any other related qualification as recognized by SAQA. Possession of a doctoral degree will be a distinct advantage. A relevant senior executive management and leadership certificate will be an added advantage. Ten (10) years of experience at senior managerial level. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge of the Post-Schooling Education and Training system as a whole; Knowledge of the Constitution, Public Service Act (PSA) and Regulations, Public Management Act, 2014 (PAMA), Public Finance Management Act (PFMA) (1999 and Regulations, and any other relevant prescript within the system of government. An understanding of the emerging Higher Education, Science and Innovation (HESI) landscape. Solid working knowledge of the following: White Paper on PSET; University Education, Skill Development; Technical and Vocational Education and Training (TVET) Community Education and Training (CET) legislation and policies; National Development Plan (NDP); Government Programme of Action; and the Human Resource Development Council Strategy. Advanced knowledge and experience in Public Administration and Public Management; Knowledge of the Auditor-General's Audit Framework; Extensive experience in leading and managing a large-scale, complex organisation or program is an added advantage; Extensive knowledge and experience in policy research, policy analysis and policy development; A proven track record in conducting monitoring, evaluation and impact assessments; Advanced knowledge in government's Human Resource Management and Labour related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, solid understanding of the political-administrative interface; Programme and Project management, advanced financial skills, Change management, People Management and Empowerment. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will, as the Head of Department, plan, implement, coordinate and communicate the Departmental vision, values, policies, statutory and strategic frameworks in terms of the relevant legislation and advise the Minister in determining policy, strategy, norms and standards as required by the Constitution and all relevant statutes; provide strategic direction to intergovernmental relations, stakeholder support and management of post-school education and training partner institutions and public entities in line with national policy, strategy, norms and standards; provide strategic leadership in monitoring and evaluating policy, governance, risk and compliance in order to achieve planned outcomes and impact for equitable access to, success of and institutional quality of the post-school education and training system, and report on the departmental performance to the Minister and other oversight structures including the Audit and Risk Committee, Parliament, National Treasury, Departments of Public Service and Administration (DPSA) and Performance Monitoring and Evaluation (DPME). The successful candidate will participate in and represent the Department in Governance and Administration structures including the committee for Directors-General (FOSAD) and any other structure as directed by the Minister. As the Accounting Officer, the successful candidate will, in terms of the PFMA, ensure that the department has and maintains effective, efficient and transparent systems of financial and risk management and internal controls, as well as ensure the efficient, economical and transparent use of the resources

of the department; be responsible for the management, including the safeguarding and maintenance of the assets and liabilities, keep full and proper records of the financial affairs of the department and prepare annual financial statements; ensure the administration, implementation and documentation of international instruments relevant to the mandate and work of the Department. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare Tel No: (012) 312 5442
: 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>

NOTE

: follow the easy prompts/instructions. 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 shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. 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

: 05 October 2026

OTHER POSTS

POST 34/52

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: GSC57/2026**
(Permanent)

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09), (plus benefits)
: Central Office: Standerton
: A Degree / National Diploma (NQF Level 6) in Human Resource Management or Relative Qualification recognized by SAQA, 3-5 years' work Experience in Human Resource Management or Relative Experience at Supervisory level. A valid driver's licence. Knowledge of Public Services legislations and policies related to Human Resource Management, Knowledge and understanding of the TVET /CET Administration, Knowledge and understanding of Higher Education sector, Knowledge of PERSAL and Job Evaluation. Skills: Administrative, Planning and Organising, Financial Management, Report writing, Communication and Interpersonal, problem solving, Computer

		Literacy, Analytical, Client Oriented, Project Management, Client Oriented, Team Leadership, People Management.
<u>DUTIES</u>	:	Oversee Human Resource Management and Administration services, Oversee Human Resource Development services, Coordinate and Facilitate Organisational Development Services, Coordinate and Facilitate Human Resource Planning (HRP) and Employment Equity (EE) Service, Provide Employee Health and Wellness (EHW) services, Develop and Implement Human Resource Policies and Manuals, Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr KW Mphuthi Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Deputy Principal: Corporate Services; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr KW Mphuthi Tel No: (017) 712 9040
<u>NOTE</u>	:	Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No fax applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	09 October 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointments.
<u>POST 34/53</u>	:	<u>SENIOR ICT TECHNICIAN: REF NO: SICT/3/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	A Grade 12 / Senior Certificate. A recognised three-year National Diploma / Degree in Information Technology, Computer Science or equivalent NQF Level 6 qualification, ITIL V3/V4 Foundation or COBIT and Server Administration Certification are required. Candidates must have at least three years' relevant experience in ICT support and hands on server experience, a valid driver's licence, and proven experience in hardware, software, networking and ICT infrastructure support. Knowledge of server administration, desktop support, Wi-Fi, Active Directory, DHCP, VoIP, ICT security, help desk operations and second line IT support is essential. Relevant ICT certifications such as CCNA, MCSE, HCIA, VMware, Microsoft Windows Server Hybrid Administrator Associate and CompTIA Security+ will be an added advantage. Strong communication, customer service, problem-solving, planning and time-management skills, as well as the ability to work under pressure and extended hours when required, are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing and providing service desk, desktop, second and third-line ICT support; installing,

maintaining and troubleshooting ICT hardware, software, network infrastructure, Wi-Fi, servers, Active Directory, DHCP and VoIP systems; supporting ICT security, backups and asset management; liaising with service providers on technical support, maintenance, upgrades and licences; user support and awareness initiatives; compiling ICT reports and technical information to the relevant manager; supporting ICT projects and infrastructure improvements; supervising and monitoring ICT Technicians; prioritising, resolving and escalating ICT incidents and requests; contributing to the continuous improvement of ICT services, systems, infrastructure and digitalization processes.

**ENQUIRIES
APPLICATIONS**

: Mr MB Khakhu Tel No: (011) 351 6000
: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc83.ngnscan.co.za/apply>

NOTE

: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

: 05 October 2026

POST 34/54

: **CHIEF PERSONNEL OFFICER (HR): REF NO: CPO/4/2026**

SALARY

: R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE
REQUIREMENTS**

: Central Johannesburg TVET College, Central Office
: Grade 12 / Senior Certificate. A recognised three-year National Diploma / Degree in Human Resource Management, Human Resource Development, Personnel Management, Public Management or equivalent qualification at NQF Level 6. 3–5 years' relevant experience in Human Resource Management / Administration. Practical knowledge and experience of PERSAL; relevant PERSAL certification will be an advantage. Sound knowledge of Public Service legislation, HR policies, regulations and collective agreements. Knowledge of conditions of service, remuneration, leave administration, employee benefits and personnel administration. Knowledge of personnel records management. Computer literacy, particularly MS Word, PowerPoint and Excel. Good communication, interpersonal, analytical, problem-solving, planning and report-writing skills. Ability to supervise staff, work under pressure and meet deadlines. Valid driver's licence.

<u>DUTIES</u>	:	Supervise and coordinate HR administration within the College. Administer conditions of service, remuneration, leave and employee benefits. Process and monitor appointments, transfers, promotions, terminations and other personnel transactions. Maintain accurate and confidential personnel records and employee files. Process and monitor PERSAL transactions and resolve personnel and salary-related queries. Provide HR administrative support to recruitment and selection, performance management and other HR functions. Advise employees and management on HR policies, conditions of service and applicable legislation. Compile HR statistics, reports and submissions. Ensure compliance with DHET HR policies, Public Service prescripts and applicable legislation. Assist with HR audits and compliance requirements. Supervise, allocate and monitor the work of HR staff. Promote effective, professional and customer-focused HR service delivery. Perform other related HR duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply .
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/55</u>	:	<u>SENIOR STATE ACCOUNTING: MANAGEMENT ACCOUNTING: REF NO: SSA/MAN/5/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. An appropriate three (3) year Diploma/bachelor's degree in accounting / financial management or equivalent qualification. 3-5 years' experience in the financial and / or management accounting environment. Knowledge of the Public Service Financial legislations, NSFAS regulations, PERSAL, etc. Experience in preparations of annual financial statements and interaction with external auditors. Computer

literate and competent in Word / Excel / PowerPoint / Outlook / Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Analytical and ability to pay attention to detail. Ability to work under pressure and willingness to work extended hours when required.

DUTIES

- : Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Coordinate, review, analyse and quality assure the budget preparation process. Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan and national spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the estimates for adjustments. Assess where shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Ensure that all shifts/virements are included in the adjusted budget. Analyse requests for roll overs and make recommendations in compliance with prescripts (including funds committed but not spent). Administer college revenue and receivables for student accounts. Provide internal control over revenue, receivables and expenditure. Improve cash flow through accelerated debt collection strategies. Handle and resolve campuses' queries on student accounts. Assist with the implementation of debt management policies. Supervise the collection of revenue from debtors. Compile ad-hoc financial reports. Ensure that accurate and valid tuition fees are loaded on MIS system. Monitor student fees on student statement for accuracy. Provide accurate financial and management reports on all projects undertaken by the college. Supervise staff in the unit.

ENQUIRIES APPLICATIONS

- : Mr MB Khakhu Tel No: (011) 351 6000
- : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc83.ngnscan.co.za/apply>

NOTE

- : Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/56</u>	:	<u>SENIOR RISK AND FRAUD PREVENTION OFFICER: REF NO: SRF/6/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. A recognised three (3)-year National Diploma/Degree (NQF Level 6 or higher) in Risk Management, Internal Auditing or another relevant qualification. Three to five years' relevant experience in Risk Management, Fraud Prevention, Investigations, Ethics and Integrity Management or a related field. Knowledge and understanding of the Public Sector Risk Management Framework, relevant legislation, regulations and prescripts. Knowledge and understanding of risk, fraud, ethics and integrity management principles. Knowledge of risk identification, assessment, mitigation and monitoring. Knowledge of fraud and corruption prevention and investigation processes. Computer literacy. A valid driver's licence. Good communication, report-writing, analytical and problem-solving skills. Good planning, organising and coordination skills. Ability to work independently and as part of a team. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Coordinate and implement the College's risk management framework and processes. Conduct and facilitate strategic, operational and process-level risk assessments. Maintain and update the College Risk Register and monitor risk-mitigation plans. Monitor and report on identified risks and outstanding corrective actions. Coordinate the implementation of the Fraud and Corruption Prevention Plan. Conduct fraud and corruption risk assessments and recommend preventative controls. Assist with the assessment and investigation of alleged fraud, corruption and irregularities, in accordance with approved procedures. Monitor implementation of recommendations arising from fraud and corruption investigations. Coordinate ethics and integrity management and promote ethical conduct within the College. Facilitate risk, fraud, ethics and integrity awareness and training programmes. Monitor compliance with relevant legislation, policies, regulations and internal controls. Liaise with Internal Audit, Audit and Risk Committee and other governance structures on risk and fraud matters. Compile risk, fraud, ethics and compliance reports and submissions for management and relevant committees. Maintain accurate records, registers and supporting evidence relating to risk and fraud management. Provide technical advice and support to management, campuses and staff on risk, fraud prevention and ethics matters. Perform other related duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
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date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/57</u>	:	<u>SENIOR QUALITY MANAGEMENT OFFICER REF NO: SQM/7/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. An appropriate National Diploma/Degree at NQF Level 6 or higher in Quality Management, Education, Monitoring and Evaluation, Public Management, Business Management or a relevant field. Three to five years' relevant experience in quality assurance, quality management, monitoring and evaluation, compliance monitoring or a related field. Relevant experience in the TVET, education and training or public-sector environment will be an advantage. Knowledge and understanding of the TVET College environment and DHET requirements. Knowledge of quality-assurance principles, quality-management systems and continuous quality improvement. Knowledge of monitoring, evaluation, compliance monitoring and institutional performance reporting. Good analytical, research and report-writing skills. Good verbal and written communication skills. Computer literacy, particularly MS Word, Excel and PowerPoint. Good planning, organising, coordination and problem-solving skills. Ability to work independently and as part of a team. Willingness to travel between college campuses when required. A valid driver's licence will be an advantage.
<u>DUTIES</u>	:	Coordinate and implement quality-assurance and quality-management activities across the College. Conduct quality monitoring, reviews and compliance assessments at campuses and College departments. Assist in developing, implementing and monitoring the College Quality Management Plan. Monitor compliance with approved College policies, procedures, standards and quality requirements. Collect, verify, analyse and maintain quality-assurance information and evidence. Identify quality gaps and assist in developing corrective and quality-improvement plans. Monitor the implementation of quality-improvement actions and recommendations. Assist the College in preparing for DHET, Umalusi, QCTO and other relevant quality-assurance reviews and monitoring processes, where applicable. Coordinate and maintain quality-assurance evidence and documentation. Conduct campus monitoring visits and quality reviews. Compile quality-assurance reports, findings and recommendations for management and relevant committees. Develop and maintain quality-assurance tools, templates, checklists, registers and databases. Assist with the development and review of quality-assurance policies, procedures and guidelines. Facilitate quality-awareness sessions and provide technical support to staff. Analyse quality and performance information and identify areas requiring improvement. Monitor stakeholder/student feedback and support appropriate quality-improvement interventions. Liaise with internal and external stakeholders on quality assurance matters. Promote a culture of continuous quality improvement throughout the College. Perform any other related duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s).

Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/58</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM OFFICER REF NO: MIS/8/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) / Bachelor's Degree in Information Management / Data Management or equivalent qualification. 3-5 years working experience in Data Management / TVETMIS environment or any relevant knowledge. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, data warehouse and IT prescripts. Good administrative, planning, organising, problem-solving, project management, team leadership, analytical, client orientation and team leadership skills.
<u>DUTIES</u>	:	Ensure proper management of TVETMIS as well as the capturing and extraction of college data. Perform validation of data on a regular basis. Set up the system in readiness for enrolment and support other business processes. Control the quality of captured data and report if there are errors. Maintain the college TVETMIS. Manage student and staff data. Use various tools and extract data to facilitate statistical reporting. Interact with the service provider regarding upgrades and request for assistance. Capture all the approved enrolments / registrations and assessments on the system by the predetermined time. Ensure the compilation and submission of reports. Provide statistical information weekly, monthly, quarterly etc. Ensure the compilation, monitoring of academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Ensure the maintenance and

capturing of inputs captured on COLTECH system and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are submitted on time. Ensure efficient and effective administration of all academic related student system administration for programmes, course and qualification. Oversee the load general system, student programmes, lecturing timetables, assessment marks, class groups, census dates and academic qualifications curriculum. Maintain calculation criteria as per guidelines from Head Office. Ensure that MIS licenses are renewed before expiry dates. Ensure the effective and efficient maintenance of the TVETMIS. Management of human, physical and financial resources.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

: 05 October 2026

POST 34/59

: **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: SSA/FIN/9/2026**

(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY

: R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE
REQUIREMENTS**

: Central Johannesburg TVET College, Central Office
: Grade 12 certificate or equivalent. An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/Accounting/ and/or a related qualification. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in the management of accounts; ability to

DUTIES

work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license.

- : Assisting with the payment of authorized departmental expenses. Monthly reconciliations of creditors, inventory and fixed assets. Preparation of inventory, fixed assets and expenditure reports for management, on a monthly basis. Ensuring maintenance of accurate records of stock levels, transactions, and movements of inventory items. Ensuring stock is accurately accounted for in the accounting system. Conducting regular spot counts. Ensuring maintenance of detailed records of fixed assets. Ensuring accurate calculation and recording of depreciation for all college fixed assets. Ensuring accurate classification of assets and ensuring that purchases should be capitalized as fixed assets. Ensure proper data capturing of expenditure transactions. Prepare inputs to financial statements relevant to expenditure management. Ensure that expenditure transactions are brought to the book. Management of suspense accounts related to expenditure. Management of the clearing of ledger accounts. Management of the reconciliation of accounts to ensure that invoices are paid on time. Management and reconciliation of travel accounts of the department. Attend to queries related to payments. Management of the issuing of departmental claims and confirmation of balances and Management of staff. Requesting BAS reports when required. Communications with internal: Colleagues and managers within the Department. Communications with external: Suppliers, National Treasury and the Auditor-General.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

- : 05 October 2026

<u>POST 34/60</u>	:	<u>PERSONAL ASSISTANT- OFFICE OF THE PRINCIPAL REF NO: PPO/10/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric or Equivalent. Recognized National Diploma (NQF6) in Office Management and Technology/Public Management, Law, Social Science or related qualifications. Experience in development of policies/implementations strategies. Practical experience in Office Management and Technology/ Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years relevant experience in 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 will be an added advantage. 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. Must have a valid driver's license.
<u>DUTIES</u>	:	Render administration / executive support services in the office of the principal. Provides secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provides strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all Academic Board and Academic Board committees. Arrange and support for training interventions. Coordinate the décor, layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records Management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/61</u>	:	<u>CAMPUS ADMINISTRATOR OFFICERS REF NO: CAO/11/2026 (X2 POSTS)</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate. A Degree / Diploma (NQF Level 6) in Public Administration or Office Management and Technology or Public Management or equivalent qualification. A minimum of one (1) year work experience in an administrative environment. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Render administrative support services; Draw up a campus enrolment plan for both NCV, report 191and occupational programmes, gather departmental information and compile a report for A-TEAM and Campus Management; Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of the college staff wellness programme at campus level. Provide procurement services; Recommend purchase requisitions to Campus Manager, Draft procurement memo. Complete requisition form, receive goods and services, Coordinate and submit invoices to Central Office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
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<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/62</u>	:	<u>EXAMINATION OFFICERS REF NO: EO/12/2026 (X4 POSTS)</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric certificate or NC (V) Level 4 certificate. A three (3) year National Diploma / Degree in Management Assistant / Office Administration or equivalent qualification. At least 1 - 2 years' experience at a TVET College or in an educational institution. Knowledge of White Paper on PSET. Knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS, TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Sound knowledge of legislation regulating examinations and assessments, Excellent computer skills/knowledge of Microsoft Office packages. Good leadership skills. Ability to write reports. Must be able to work under pressure, in a team, independently and for longer hours. Use problem-solving techniques to tactfully address queries / concerns. Ability to perform routine tasks and meet deadlines. Effective organisational, administration, time management, communication (verbal and written) and planning skills. Computer literate in MS Office (Word, Excel, Outlook and internet). A valid driver's license.
<u>DUTIES</u>	:	Updating and verification of final examination marks on the ITS System; verification of captured final examination marks. Capture examination enrolments on ITS System. Issuing of term mark sheets for completion and returning. Issuing of exam permits and preparing exam venues to be conducive enough to run exams. Compile the daily examination reports and submit to the Curriculum Implementation. Submit examination irregularities to the DHET National and Examination irregularity committee. Ensure that there is a smooth receiving, collating and dispatching of both full-time and part-time scripts to the National Examination marking centres. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding examinations. Be the liaising person between the college and DHET on all the examination related matters. Implement the College examination related policies. Verify and declare students qualifying for graduation to the graduation committee. Issuing of statement of results, examination permits, certificates and diploma applications. Timeous completion of preliminary schedule to make amendments and send to the department for corrections. Assist with the submission of outstanding

		ICASS/POE's and keep electronic records. Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED). Application for examination concessions to the DHET. Ensure the provision of examination services; facilitate the process of invigilation training, pre-examination meeting for students, markers and data Capturers; Establish the function of Irregularity Committee; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit. Ensure record management and reporting every examination cycle. Execution of any other duties assigned.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/63</u>	:	<u>SUPPLY CHAIN CLERK: REF NO: SCM/13/2026 (X2 POSTS)</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R237 453 per annum (Level 05), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate or equivalent qualification. A recognised post-school qualification in Supply Chain Management, Logistics, Procurement, Public Management, Finance or a related field will be an added advantage. Basic knowledge of Supply Chain Management policies, procedures and practices. Basic knowledge and understanding of the PFMA, Treasury Regulations and applicable SCM prescripts. Knowledge of demand and acquisition, logistics, asset and inventory management processes will be an advantage. Computer literacy, particularly MS Word and MS Excel. Good communication, interpersonal and administrative skills. Good organisational and record-keeping skills. Ability to work independently and as part of a team. Ability to work under pressure and meet prescribed deadlines.

<u>DUTIES</u>	:	render general Supply Chain Management clerical and administrative support. Provide clerical support in demand and acquisition management processes. Assist with the preparation, processing and recording of quotations and procurement documentation. Receive, capture, verify and maintain procurement-related documents and records. Provide logistical support relating to the receipt, storage and issuing of goods. Receive requests for goods and services from end users and process documentation accordingly. Maintain and update SCM registers, databases and filing systems. Assist with asset management, including verification and maintenance of asset records. Assist with stocktaking, inventory control and reconciliation of stock records. Receive and verify goods delivered by suppliers and maintain relevant records. Assist with the maintenance of supplier and contract-related records. Capture and update information on relevant electronic SCM systems. Ensure that SCM documentation is properly filed, scanned and retrievable. Provide administrative support to the Supply Chain Management Unit as required. Perform any other related duties assigned by the supervisor or manager.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/64</u>	:	<u>FINANCE CLERK REF NO: FC/14/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R237 453 per annum (Level 05), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate or equivalent. A three (3) year National Diploma/bachelor's degree in financial management, Accounting, or related qualification. At least 1 year' experience in finance or accounting related field, Basic understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial information, Basic

	knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, CET ACT 16 OF 2006). Competencies, Abilities and Skills: Knowledge of basic financial principles and procedures, ability to perform adequately and methodically under pressure, verbal and written communication skills, proficiency in MS office suite, Knowledge of ITS will be an added advantage.
<u>DUTIES</u>	: maintain up-to-date records for both receivables and payables. Maintain a systematic and accurate filing system for all financial documentation, including invoices, receipts, and payment records. Work closely with the finance team, registrar's office, and procurement departments to ensure smooth operations and timely processing of financial transactions. Provide necessary documentation and support during internal and external audits related to accounts receivable and payable.
<u>ENQUIRIES</u>	: Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	: 05 October 2026
<u>POST 34/65</u>	: <u>DRIVERS: REF NO: DV/15/2026 (X4 POSTS)</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	: R201 093 per annum (Level 04), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	: Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	: Grade 10 / Std 8 qualification. A valid code 10 / EC1 driver's licence. Valid Professional Driving Permit (PDP). 2-5years relevant experience. Knowledge: Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle. Knowledge of storage requirement. Knowledge of messenger services. Knowledge of routing office support i.e. registry. Knowledge of secondary function of making copies. Knowledge of procedure to operate the motor. Knowledge of procedure to obtain trip authorization. Knowledge of completion of logbook of the motor

	vehicle. Knowledge of writing of fuel consumables. Knowledge of writing of kilometres services. Skills: Driving, reading, writing, fixing/ changing flat tyres, and cleaning of vehicles.
<u>DUTIES</u>	: Drive light and heavy motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods that you handle. Render a clerical support to the relevant office. Provide a massager service in the relevant office. This would, inter alia, entail assisting in the registry; assist with photocopying and faxing document as well as collecting and delivering documentation and related items in the college.
<u>ENQUIRIES APPLICATIONS</u>	: Mr MB Khakhu Tel No: (011) 351 6000
	: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	: 05 October 2026
<u>POST 34/66</u>	: <u>HANDYMAN REF NO: HM/16/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	: R144 024 per annum (Level 03), plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	: Central Johannesburg TVET College, Central Office
	: National Senior Certificate/ Grade 12/ Standard 10 or equivalent. A qualification in plumbing, electrical or carpentry certificate. A recognised Trade test certificate will be advantageous. 0-6 months' experience in similar working environment. Skills and competencies: Occupational Health and Safety Act, knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts. Knowledge of infrastructure policies. Knowledge of building maintenance. Knowledge building laws; safe keeping of tools, storage, and equipment. Computer literacy and basic software (outlook, Excel, and word). Communication skills, team participation, reliability innovative. All shortlisted candidates shall undertake a pre-entry practical exercise as part of

the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. A valid driver's licence may be an advantage (Code 10 / EC1)

DUTIES

: Execute minor general building and maintenance equipment, attend to minor plumbing, electrical capacity, and handyman. Conduct routine weekly and monthly inspections of the building. Report unauthorized movement of equipment. Report deliberate damage to property and assets. Perform minor maintenance i.e. unblock drains, urinary and toilets. Replace taps. Conduct inspection to determine defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hoc activities in relation to functions attached to this post. Repair furniture and paint buildings as per request. Ensure tools are cleaned and restored in a safe environment.

ENQUIRIES

: Mr MB Khakhu Tel No: (011) 351 6000

APPLICATIONS

: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc283.ngnscan.co.za/apply>

NOTE

: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. 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 successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

: 05 October 2026

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE

: 05 October 2026 at 16h00

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when 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. 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. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

MANAGEMENT ECHELON

POST 34/67 : **DIRECTOR: LEGAL AND LITIGATION ADVISORY SERVICES REF NO: Q9/2026/40**

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : National Office: Pretoria
REQUIREMENTS : An LLB/ B. Proc. Degree (NQF7) as recognised by SAQA. 5 years' experience at a middle/senior managerial level. Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. 3 years' experience in the Civil and Labour relations environment. Knowledge Requirements: Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with criminal and civil matters especially corruption/systemic corruption matters. Advanced knowledge of the drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Skills and Competencies: Strategic capability and leadership skills. Analytical thinking. Planning and organizing. Problem solving and decision making skills. Innovation and creative thinking. Legal court administration skills. Project management skills. Strategic planning skills. Change management skills. Computer literacy. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Negotiation skills. Research of the law. Honesty and integrity. Ability to work under pressure. Client orientation and customer focus. Financial management skill.

DUTIES : Provide strategic direction to the component: Provide inputs into Strategic planning of the Directorate and/or Chief Directorate. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the Department. Monitor, evaluate and report on the performance of the component according to the objectives determined in the operational plan. Policy and systems Development: Establish, evaluate and maintain policies, systems and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Provide Legal Advisory and Compliance Services: Review and /or provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input and/or make recommendations based on research findings on draft legislation. Legal Services Management: Direct and manage administrative appeals. Direct and manage the provision of core legal advice and services. To coordinate and manage civil, labour and arbitration litigation matters. Advise if the department should litigate or defend the department after ascertaining the facts for matter referred to the unit. Contract and Risk Management: Provide contract management service, review, develop service level agreements and associated correspondence to ensure quality control and compliance with policies, procedures, regulations and standards.

ENQUIRIES : Ms. NC Netsianda Tel No: (012) 399 0039
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email recruitment13@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION : Mr. DS Baloyi Tel No: (012) 399 0202
NOTE : Employment Equity Target: Women are encouraged to apply.

POST 34/68 : **DIRECTOR: LEGAL AND INVESTIGATIONS SERVICES REF NO: Q9/2026/41**

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : National Office: Pretoria
REQUIREMENTS : An LLB/ B. Proc. Degree (NQF7) as recognised by SAQA. 5 years of experience at a middle/senior managerial level. Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. Knowledge Requirements: Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the

Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with corruption/systemic corruption matters. Experience in drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Skills and Competencies: Strategic capability and leadership skills. Analytical thinking. Planning and organizing. Problem solving and decision making skills. Innovation and creative. Legal court administration skills. Project management skills. Strategic planning skills. Ability to Interpret law. Communication (Written and verbal) skills. Report writing skills. The ability to interpret and research the law. Project Management skills. Negotiation skills. Honesty and integrity. Change Management skills. Computer literacy, Financial management skills. Client orientation and customer focus. Ability to work under pressure.

DUTIES

: Strategic leadership and Planning: Provide strategic direction for the Legal and Investigation Advisory Services unit. Identify priority areas and formulate objectives and the department's strategic goals. Monitor, evaluate and report on the performance of the component against operational objectives. Legal Policy Development and Governance: Establish, review, and maintain legal policies, systems and processes in line with applicable regulations and best practice. Direct the implementation of legal procedures, systems and internal controls to ensure compliance and efficiency. Draft Practice notes and directives to guide legal and investigative practices. Legal Advisory and Legislative Support: Review and provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, and departmental policies. Conduct legal research and provide recommendations on draft legislation and regulatory frameworks. Ensure alignment of legal advice with departmental and national legal standards. Investigative legal Oversight: Direct and manage processing of applications for policy powers in accordance with legal mandates. Oversee and manage administrative appeals, ensuring procedural fairness and legal compliance. Provide legal oversight and guidance on investigations, ensuring adherence to legal standards and ethical practices. Oversee, manage and enhance the processing of PAIA requests within 30 days of receipt. Legal Capacity and Stakeholder Engagement: Conduct workshops and training sessions on legal practice notes and directives. Promote legal awareness and understanding across the department and among stakeholders. Engage with internal and external stakeholders to ensure effective legal advisory support.

ENQUIRIES

APPLICATIONS

: Mr. MS Ramafoko Tel No: (012) 399 0055
: Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment14@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

NOTE

: Mr. DS Baloyi Tel No: (012) 399 0202
: Employment Equity Target: Women are encouraged to apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu or Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	06 October 2026
<u>NOTE</u>	:	Applicants are invited to submit applications, quoting the relevant reference number to the link and or address indicated in each specific advertisement. Applications should be accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at www.dpsa.gov.za), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of three contactable employment references and copies of educational qualifications. Applicants who possess foreign qualification(s), are furthermore required to submit the evaluated results of such qualifications as received from the South African Qualifications Authority (SAQA). All shortlisted candidates, including the SMS, shall undertake two pre entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. These assessments are aimed at assessing candidate's professional and technical competency against the job requirements and duties, general job fit, integrity and digital literacy). All shortlisted candidates for SMS positions will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural, emotional intelligence and integrity. All suitable candidates will be subjected to mandatory pre-employment screening/ suitability checks/ verification (credit, criminal, citizenship, qualifications, employment pending disciplinary action and professional registration. Suitable candidates for Senior Management Service positions will also be required to successfully complete the online Nyukela Pre-entry Certificate to Senior Management Services course, which can be accessed via: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates wishing to be considered for appointment, are encouraged to enrol for the course as soon as possible. Due to high volumes anticipated, communication will be limited to shortlisted candidates. The Department reserves the right not to make an appointment. The Department of Justice and Constitutional Development (DOJ&CD) seeks to appoint exceptional, ethical and visionary leaders to join its executive leadership team in advancing constitutional democracy. Applications received after the closing date will not be considered. The Department is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability).

MANAGEMENT ECHELON

<u>POST 34/69</u>	:	<u>CHIEF STATE LAW ADVISER REF NO: 19/08/2026</u> This is a re-advertisement and all suitable candidates who previously submitted applications are advised to re-apply.
<u>SALARY</u>	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package).
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An NQF Level 8 in Law or as recognised by SAQA. Admission as an Advocate or Attorney in the High Court of South Africa is essential. A minimum of eight (8) years' experience at senior management level in a similar environment. Extensive knowledge of Bills and legislation, legislative drafting and certification processes, legal advisory services, public and international law, public administration, government decision-making processes, and the statutory and regulatory framework governing the Public Service, including the Public Service Act, Public Finance Management Act, Treasury Regulations and related prescripts. Sound understanding of Government priorities,

organisational governance, strategic planning and professional legal ethics. Skills and Competencies: Exceptional strategic capability and leadership with the ability to provide strategic direction, develop legal policy and lead a specialised legal advisory environment. Demonstrated capability in programme and project management, financial management, organisational transformation, change management, knowledge management and service delivery innovation. Strong analytical, planning and problem-solving capability, with excellent people management, stakeholder engagement, communication and client orientation skills. Proven ability to build strategic partnerships, manage complex legal matters, influence decision-making and lead multidisciplinary professional teams. High levels of professionalism, ethical leadership, accountability and commitment to the values and principles of the Public Service.

DUTIES

: Provide strategic leadership and oversight of the certification and drafting of Bills, including the provision of preliminary legal opinions, certification of legislation and legal advisory support throughout the parliamentary process. Oversee the scrutiny, drafting and certification of subordinate legislation and provide authoritative legal opinions and advisory services to Government departments and other organs of state. Direct the scrutiny of international agreements to ensure consistency with the Constitution and domestic law and oversee the provision of legal advice relating to international legal obligations. Lead the strategic management and governance of the Office of the Chief State Law Adviser through effective strategic planning, operational performance monitoring, risk management, audit compliance, financial management and resource utilisation. Oversee the translation and editing of legislation and other legal documents into the official languages to support legislative accessibility and constitutional compliance. Provide strategic legal opinions on contracts, legal documents, settlements and disputes referred by Government departments and organs of state. Ensure sound governance, people management, financial stewardship, asset management, organisational performance and compliance with all statutory and regulatory prescripts within the Office of the Chief State Law Adviser.

ENQUIRIES

: Ms Duduzile Magampa Contact at 060 972 1178

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 05 October 2026 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS**POST 34/70**

: **CHIEF TOWN AND REGIONAL PLANNER REF NO: 3/1/1/2026/236**
Directorate: Spatial Planning and Land Use Management Services

SALARY

: R1 143 468 - R2 108 922 per annum, (The salary will be determined in accordance with the OSD)

CENTRE
REQUIREMENTS

: Free State (Bloemfontein)

: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Compulsory registration with South African Council for Planners (SACPLAN) a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification in Town and Regional Planning experience. A valid driver's licence. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedure. Research and development. Computer-aided applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical thinking. Creativity and self-management. Communication (verbal and written).

		Language proficiency. Computer literacy. Change management. Negotiation and conflict resolution. Willingness to travel.
<u>DUTIES</u>	:	Provide town and regional spatial planning future forecasting. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guideline. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Provide spatial planning and land use management services in liaison with National Office. Implement tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural 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 reequipments 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. Effective management of external and internal stakeholder. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Manage the development of spatial plans at National, Regional, Provincial and Municipal levels.
<u>ENQUIRIES</u>	:	Mr S Minnie at 071 481 9286
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post236@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities.
<u>POST 34/71</u>	:	<u>CHIEF TOWN AND REGIONAL PLANNER REF NO: 3/1/1/2026/244</u> Directorate: Spatial Planning and Land Use Management Services
<u>SALARY</u>	:	R1 143 468 - R2 108 922 per annum, (The salary will be determined in accordance with the OSD)
<u>CENTRE</u>	:	North West (Mahikeng)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Compulsory registration with South African Council for Planners (SACPLAN) a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification in Town and Regional Planning experience. A valid driver's licence. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedure. Research and development. Computer-aided applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical thinking. Creativity and self-management. Communication (verbal and written). Language proficiency. Computer literacy. Change management. Negotiation and conflict resolution. Willingness to travel.
<u>DUTIES</u>	:	Provide town and regional spatial planning future forecasting. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guideline. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Provide spatial planning and land use management services in liaison with National Office. Implement tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide governance. Allocate, monitor and control resources.

Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural 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 reequipments 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. Effective management of external and internal stakeholder. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Manage the development of spatial plans at National, Regional, Provincial and Municipal levels.

<u>ENQUIRIES</u>	:	Ms P Dipudi Tel No: (018) 388 7138
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post244@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 34/72</u>	:	<u>DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/2026/235</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Social Sciences / LLB or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at junior management in the relevant field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Public Service Act. Job related skills: Analysing thinking. Communication (verbal and written). Planning and organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and presentation. Negotiation and conflict resolution. Networking. Team management. Customer and client focus. Statistical forecasting. Willingness to travel and work under pressure.
<u>DUTIES</u>	:	Coordinate and support the implementation of communal land tenure programme. Plan awareness initiatives and capacity building on communal land management and relevant laws to stakeholders. Provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in cases of land rights violation and disputes on communal land in terms of relevant legislation. Coordinate the implementation of the communal tenure upgrade programmes. Coordinate and support the implementation of land rights programmes. Monitor all queries on land rights programs. Provide support to land rights management structures by providing legal protection and awareness. Coordinate land rights mediation and adjudication process. Coordinate the implementation of the land rights upgrade programmes. Monitor Land Rights Management Facility. Coordinate and support the establishment and support of communal property entities. Facilitate the establishment and implementation of Communal Property Associations (CPA). Maintain the database of CPA's and similar entities. Coordinate awareness of CPA activities. Conduct investigations and intervene on the affair. Facilitate in the mediation and dispute resolution proceedings of the CPA's. Provide implementation support on strategic leadership and support on land tenure programmes. Manage provincial implementation plan on tenure programmes. Coordinate stakeholder relation. Represent and present the directorate at various Fora. Promote compliance of CPAs to legislation. Coordinate external and internal audits. Manage implementation of action plan. Coordinate risk and audit action plan. Consolidate reports.
<u>ENQUIRIES</u>	:	Mr T Kgoboko Tel No: (051) 400 4200

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post235@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 34/73</u>	:	<u>DEPUTY DIRECTOR PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: 3/1/1/1/2026/242</u> Chief Directorate: Internal Audit
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or relevant related qualification. Minimum of 3 years of junior management experience in the internal audit project management and quality assurance field. A valid driver's licence. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Job related skills: Communication (verbal and written). Analytical and problem-solving ability. Project management. Computer literacy. Financial management. Risk and control assessment. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Co-ordinate the compilation of the strategic and operational plans for approval of the Chief Audit Executive (CAE), monitor and report to the CAE on the implementation of the project plans to achieve the targets set out in the strategic and operational plans monthly. Coordinate the compilation of the Chief Directorate's strategic plan and the Chief Directorate and Directorates' operational plans by March each year. Measure and report progress with the achievement of the operational and strategic objectives to the CAE monthly. Co-ordinate the compilation of the internal audit operational and process risk registers by all directorates for sign-off by the CAE by April each year. Measure the implementation of risk register action plans and prepare a monthly progress report for the CAE. Manage the development and updating of methodologies, policies and procedures in line with 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 review of methodologies, policies and procedures in line with best practice and standards of the IIA and the ACFE annually. Manage research on latest methodologies and trends to improve methodologies, policies and procedures. Manage continuous improvement of methodologies, policies and procedures. Provide training to all internal Audit staff on improved methodologies, policies and procedures as well as the Teammate system annually. Provide continuous support to all Internal Audit staff on improved methodologies, policies and procedures as well as the Teammate system. Manage the performance of Quality Assurance reviews on the annual internal audit plan projects on a continuous basis, the Internal Quality Assessment Review annually and the five yearly External Quality Assessment Review. Perform and manage Quality Assurance Reviews and report on compliance with the Internal Audit Methodology of all deliverables of all audit projects prior to submission to the CAE. Perform annual Internal Quality Assessment review. Coordinate the External Quality Assessment Reviews performed every five years. Manage the measurement and reporting on progress with the Project Plans of the Chief Directorates' Annual Internal Audit Plan Projects and Forensic Investigations Case Management Register Projects monthly; and reporting on the implementation of management action plans on all Internal Audit reports and Forensic Investigations reports on a quarterly basis. Manage the measurement of deliverables and preparation of monthly progress reporting for the execution of the Chief Directorate's annual audit plan and annual case management register (in-house, co-sourced and outsourced). Manage the secretariat function of monthly progress meetings. Manage the creation of all projects on the Electronic Auditing Software system. Manage the updating of deliverables on the Electronic Auditing Software System-version control and replicas and signoffs. Manage the review of the completeness of the Electronic Auditing Software file after completion of the audit projects. Manage the distribution of all Audit Reports on all audit projects. Manage the administration, service level agreement and periodic upgrades of the electronic auditing software. Manage the quarterly 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. Co-ordinate the analyse of the reports and clarification with line managers of the 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 preparation of progress reports on the implementation of management action plans and recommendations presentations to the Audit Committee on a quarterly basis. Manage the co-ordination of the Chief Directorate's financial management, document and information management and governance processes and report on progress monthly. Manage and review the compilation of the annual Estimates of National Expenditure (ENE) and Medium Term Expenditure Framework (MTEF) budgets, budget shifts, financial reconciliations, monthly cash flow and expenditure deviation reports for the Chief Directorate for Directors and CAE sign-off. Manage the identification, declaration and reprioritisation of the Chief Directorate's budget allocations and submit savings if required. Manage asset management of the Chief Directorate. Verify integrity of procurement requests, payments, claims and advance. Verify travel arrangement for and payments to audit committee members. Verify the reporting on the project budget and spending of outsourced and co-sourced internal audit and forensic investigations project. Manage the implementation of an effective and efficient document reference system, filing system and document control and information security audits to ensure compliance to the prescribed systems. Manage the preparation of the annual Employment Equity (EE), SDP, Health and Safety and all other transformation plans and the measurement of and reporting on the implementation of transformation plans action plans and progress reporting to the CAE on a quarterly basis. Co-ordinate the management of the driver and messenger functions in the Chief Directorate. Perform the audit committee secretariat function. Perform all the written communication with audit committee members and attendees, including co-ordination of signing of appointment letters and contracts. Manage distribution of meeting documentation. Manage the performance of logistical arrangements for meetings. Act as the secretariat in meetings. Compile the minutes of all audit committee and audit in-committee meetings. Manage the payment of audit committee members.

<u>ENQUIRIES</u>	:	Mr ME Rammutla Tel No: (012) 312 9840
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post241@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 34/74</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/1/1/1/2026/237</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Financial Management / Public Administration / Public Management / Purchasing Management or related equivalent qualifications (NQF Level 6). Minimum of 3 years' supervisory experience in Logistics and Transport environment. A valid driver's licence. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS), Ability to monitor budget. Ability to liaise at different levels of management and ability to perform supply chain management services. Job related skills: Computer literacy, Communication (verbal and written). Organising ability. Ability to supervisory and liaison. Ability to work in a team.
<u>DUTIES</u>	:	Implement logistics management systems, procedures and processes. Manage user profiles. Asset classifications. Link supplier Item Control Number (ICN), unit price, etc. Coordinate year-end closure for audit purposes as required. Provide management information, statistics and reports. Monitor movement of requests. Ensure the integrity of LOGIS. Verify compliance before

		capturing on LOGIS. Ensure processing of orders. Manage inventory levels. Initiate payments for goods, services and assets. Ensure payments within 30 days. Validate and reconcile payment for goods, services and assets. Manage creditor's reconciliation. Manage stores and warehousing. Ensure effective systems aimed at improving service turnaround times (0 to 9). Ensure optimum utilisation of stores and warehousing. Manage fleet services and travel arrangements. Management of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) requests. Reconcile payments against OFTAR and DOTR requests. Administer Government Garage (GG) and subsidised vehicles. Administer fleet and travel management services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Mampa Tel No: (051) 400 4200
	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post237@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 34/75</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/1/1/2026/241</u> Directorate: Restitution Finance And Supply Chain Management This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management or related equivalent qualification (NQF Level 6). Minimum 3 years' supervisory experience in the financial management field. A valid driver's licence. Job related knowledge: Policies, procedures and prescripts, Financial systems including Basic Accounting System (BAS), Public Financial Management Act, Treasury regulations, Budget and reporting procedures. Job related skills: Financial management, Supervision, Corporate governance, Communication (verbal and written), Ability to produce management reports and presentations, Supervision and Interpersonal. Willingness to travel.
<u>DUTIES</u>	:	Control and coordinate the budget. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) process. Ensure that the appropriate budget of the branch is correctly allocated to the relevant responsibilities / cost centres. Realign the budget in line with operational needs for the branch. Manage the funds shift process. Manage restitution households and current payment. Ensure compliance to internal and external financial prescripts when processing payments. Verify and authorise payments inline with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of SCOA allocations. Manage expenditure. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the branch is in line with allocated budget of the branch. Take effective and appropriate steps to avoid unauthorised, irregular and fruitless and wasteful expenditures. Compile and coordinate financial reports. Report on spending against the monthly cash flow projections (IYM) and spending plans for the branch. Provide expenditure reports and projects analysis reports to line managers. Provide financial management information and advice to line managers.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mampholo Tel No: (012) 407 4475
	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post241@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

<u>POST 34/76</u>	:	<u>CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/1/1/1/2026/243 (X2 POSTS)</u> Contract ending 31 March 2027 Chief directorate: monitoring and evaluation
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Social Sciences / Development Studies / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience in monitoring and evaluation, research or strategic planning. A valid driver's licence. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Treasury regulations. Performance auditing. Project and programme management. Quality improvement. Job related skills: Computer literacy. Ability to present. Report writing ability. Communication (verbal and written). Interpersonal relations. Project and programme management. Information collection, analysis and interpretation. Analytical thinking. Ability to customise and package information to user requirements. Ability to travel.
<u>DUTIES</u>	:	Coordinate organisational performance against predetermined objectives. Provide input during the department planning process. Schedule performance verifications sessions with programmes on a quarterly basis. Conduct information verification on performance information. Prepare performance verification reporting tools. Conduct feedback sessions with various programmes to reflect on performance for decision making. Assist with the development of frameworks, guidance and systems to facilitate departmental programme performance monitoring. Coordinate organisational performance reporting. Compile departmental programme performance reports (quarterly, mid-year and annual) based on verified performance. Compile strategic and ad-hoc reports. Coordinate audit requests relating to performance information. Manage branch responses to audit requests, findings and queries. Compile management responses to audit findings / queries. Capacitate branches on the fundamentals of performance auditing. Conduct capacity building / training on management of performance information. Conduct capacity building on reporting. Make presentation on the management of portfolio of evidence.
<u>ENQUIRIES</u>	:	Dr F Munyai Tel No: (012) 312 8058
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post241@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 34/77</u>	:	<u>SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/240</u> Directorate: Maintenance And Cadastral Spatial Information Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical thinking. Creativity and innovation. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.
<u>DUTIES</u>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority.

		Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES</u>	:	Mr TA Motumi Tel No: (033) 264 9580
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post240@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and African Females and Persons with Disabilities.
<u>POST 34/78</u>	:	<u>PRINCIPAL SECURITY OFFICER REF NO: 3/1/1/2026/239</u> Directorate: Corporate Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Certificate in Security Supervisory Management and Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 3 years security experience (including experience as a Security Guard). A valid driver's licence. Job related knowledge: Knowledge of access control procedures, control room operations, measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures, Private Security industry Regulatory Authority (PSIRA), Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPSS) and Protection of Information Act, etc and the authority of security officers under these documents. Knowledge of the relevant emergency procedures, know departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (CCTV surveillance systems). Knowledge of the Criminal Procedure Act and Knowledge of Minimum Information Security Standards document. Job related skills: Computer literacy. Communication (verbal and written). Report writing. Telephone etiquette. Interpersonal relations and Investigation. Willingness to work shifts.
<u>DUTIES</u>	:	Operate and monitor security system. Operate and monitor security equipment in the control room (CCTV cameras, Public Address, Fire Panel, Lift Intercom etc.), where applicable. Monitor working condition of security equipment's in the control room. Issue officials with access cards. Activate and deactivate security access cards. Maintain accurate record of data recordings. Record on / off-duty shifts and incidents in the Occurrence Book (OB). Report all defaults on available safety and security systems and equipment. Render fingerprint screening services. Conduct patrols and inspection on security. Ensure that clients entering and exiting the DLRRD premises are security screened. Protect employees, information and property of the department. Inspect all security registers, aids and irregularities and make an entry in the Occurrence Book (OB) and report to supervisor. Ensure regular patrols per site are conducted effectively. Monitor the electronic surveillance equipment used in the premises. Participate on the implementation of Occupational Health and Safety Act. Escort visitors on the premises where applicable. Monitor the movement of equipment's and assets of the Department. Monitor the movements of private and Government Garage (GG) vehicles in the parking area. Prevent unauthorised persons and dangerous objects entering the building / premises. Participate in evacuation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices. Monitor guard services in terms of the Service Level Agreement.
<u>ENQUIRIES</u>	:	Ms LI Sanderson Tel No: (013) 754 8046

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post239@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 34/79</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/1/2026/238</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
<u>ENQUIRIES</u>	:	Ms NO Ngcaba Tel No: (043) 783 1400
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chishurst, East London or by email to Post238@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.

**MANAGEMENT ECHELON**

<u>POST 34/80</u>	:	<u>CHIEF DIRECTOR: CURRICULUM SUPPORT AND TRAINER</u> <u>PROFESSIONALISATION REF NO: NSG 20/2026</u> Kindly note that this is a re-advertisement, People who have applied previously are encouraged to re-apply. Job Purpose: To lead the institution-wide curriculum support and ETD practitioner Professionalisation functions, positioning the National School of Government as a credible, innovative, and quality-driven education and training provider, constitutional values, public sector capability requirements, and the higher education and skills development mandate of the institution.
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), an inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum bachelor's degree or equivalent (NQF level 7). A post-graduate qualification will be an added advantage. Registration with a relevant professional body will also be an advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Extensive proven and relevant experience of which five (5) years must be at a senior managerial level, leading curriculum design and development in education, training, or public sector capacity building. Proven experience in: Curriculum development of courses, occupational qualifications, skills programmes, and higher education programmes. Proven experience in developing curriculum qualifications registered on the National Qualifications Framework. Leading large-scale education or professionalisation programmes. Managing multidisciplinary teams and budgets. Stakeholder engagement at the executive level (government, academia, international bodies). Demonstrated experience in driving innovation in learning and digital education. Experience in applied research, publication in curriculum, and development of curriculum frameworks. Knowledge: Higher education and skills development frameworks. Curriculum design, instructional design models, and outcomes-based education principles. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act, Public Administration Management Act, Municipal Systems Act, Municipal Structures Act, Skills Development Act, Public Finance Management Act, Municipal Finance Management Act, National Qualifications Framework Act and related Policies, Higher Education and Training Act. ETD practitioner professionalisation frameworks, standards, and competency models. Public sector governance, administration, and policy environment. Digital learning ecosystems, e-learning platforms, and emerging EdTech trends. Research methodologies, knowledge management, and policy development in public education sectors. Financial management, budgeting, and MTEF processes within government. Change management, organisational development, and institutional transformation. Skills Curriculum architecture design for multi-course blended programmes. Advanced design and management of complex simulations and action learning. Strategic selection and procurement of new learning technologies. Learning analytics by linking data from other systems (e.g., LMS). Change management to drive adoption of new learning technologies and methods. Mentoring and leadership of curriculum and instructional design teams. High level of integrity and ethical conduct. Intellectual leadership and credibility in the education and public sector space. Results driven with a strong sense of accountability. Innovative and forward-thinking mindset. Strong interpersonal and influencing ability. Resilience and ability to operate under pressure. Commitment to public service values and transformation. Attention to detail

balanced with strategic perspective. Proven advanced writing, proofreading, and editing skills. Good conflict management skills. Public presentation & engagements. Advanced computer skills in MS Office Suite and Adobe. Competencies: Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Must be able to systematically identify, analyse, and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs, and effectively manage relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince, and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty, detail-oriented, creative and innovative, ability to work under pressure. Domestic and international travel and extended work hours when required. Preference will be given to African Males, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Develop, review, and implement curriculum policies, norms, standards, and institutional curriculum frameworks aligned with national priorities and organisational strategy. Lead the design and implementation of a comprehensive ETD practitioner professionalisation framework, including competency standards, learning pathways, and continuous professionals' development programmes. Oversee the incorporation of Africanised and decolonised perspectives through a formal curriculum transformation plan incorporating inclusivity, citizen-centered service delivery, and social justice principles to enhance cultural relevance and responsiveness to the public sector needs. Oversee the planning and development and management of qualification and programme pipelines aligned to NQF level descriptors and institutional priorities. Integrate digital learning strategies and innovation frameworks into curriculum planning and delivery. Lead and manage the design, development, review, and continuous improvement of accredited and non-accredited programmes. Develop and implement standardised curriculum development methodologies, tools, and templates. Support other units to maintain quality assurance systems, including moderation, peer review, and continuous improvement processes. Lead the development of modular, stackable, and credit-bearing programmes including micro-credentials and Recognition of Prior Learning (RPL). Facilitate the integration of digital learning technologies and innovative instructional methodologies into programme delivery. Ensure alignment between curriculum architecture, accreditation requirements, learner pathways, and institutional strategy. Implement rigorous quality assurance mechanisms including accreditation, moderation, peer review, continuous improvement, and impact evaluation to ensure curriculum relevance, effectiveness, and compliance with accreditation standards across accredited and non-accredited programmes. Integrate cutting edge educational technologies and diverse instructional methodologies within a coherent digital learning ecosystem, informed by learning analytics and emerging EdTech trends to enhance accessibility and learner impact. Contribute towards programme effectiveness, including learner performance, impact, and continuous improvement interventions. Conduct benchmarking exercises to align programmes with national and international best practices. Identify, establish, and manage strategic partnerships with government

institutions, higher education institutions, SETAs, and international organisations. Design and implement capacity-building and continuous professional development initiatives for ETD practitioners. Provide advice and support to public sector institutions on curriculum development and professionalisation. Plan and facilitate knowledge-sharing platforms, including workshops, seminars, and communities of practice. Identify and secure funding opportunities, partnerships, and sponsorships to support curriculum and professionalisation initiatives. Design and tailor programme offerings to meet the needs of diverse learner groups. Facilitate collaboration and coordination with internal units and external stakeholders to strengthen curriculum and professionalisation initiatives. Provide secretariat and technical support to academic, curriculum and Professionalisation governance structure including the preparation of reports, submissions and compliance documentation. Establish, chair, and manage interdepartmental and intergovernmental forums, higher education institutions, Setas, professional bodies and international organisation to support curriculum development, Professionalisation, accreditation and research initiatives. Initiate and manage collaborative programmes with local and international institutions. Represent the institution at national and international platforms, forums and conferences, providing intellectual and Professionalisation leadership in public-sector education and training. Develop and maintain partnerships to support curriculum and professional development.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: Apply Online (fill out the form and give detailed information and email the form and Z83) Via This Link: [APPLICATION FOR EMPLOYMENT CD: CURRICULUM SUPPORT & TRAINER PROFESSION, NSG: 20/2026. – Fill out form](#)

NOTE

: For Post: Applications can be submitted using the link provided, should you submit your application and CVs to the incorrect link it will be regarded as lost and will not be considered. Applicants are required to quote the relevant reference number, their names on the subject line once they access the link. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity All 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. All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointments to the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programm> For Attention and Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108.

CLOSING DATE

: 05 October 2026

OTHER POST

<u>POST 34/81</u>	:	<u>INVITATION TO SERVE AS AN AUDIT COMMITTEE MEMBER</u> In terms of section 76(4) and 77 of the Public Finance Management Act (PFMA) read with chapter 3 of Treasury Regulations, applications are invited from the interested independent and suitably qualified persons to serve on the Audit Committee of the National School of Government for a period of three (3) years.
<u>SALARY</u>	:	Members will be remunerated for preparation and attendance of meetings (in line with Treasury Regulations par. 20.2.3).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should: Have a relevant degree in Accounting/Auditing/Risk/Legal/Information Technology. A relevant postgraduate qualification would be an added advantage. At least 10 years' experience in a senior / executive role in Accounting /Auditing/ Legal / Information Technology / Risk and Compliance environments. At least 5-10 years' experience of serving in Audit Committees or Risk Committees in the Public Sector. Membership of a professional body in the respective fields will be an added advantage. Knowledge: PFMA, Modified Cash Standards, GRAP or GAAP. Attributes: Integrity, dedication, understanding public sector business and controls, good communication skills, inquisitiveness and independent judgment.
<u>DUTIES</u>	:	Execute oversight responsibilities regarding risk management, control, governance, information technology, compliance, external and internal audit, management accounts and annual financial statements. Advise the Accounting Officer in the effective execution of his/her responsibilities. Assist in building trust and confidence in how the Department is managed through effective oversight. Regulate and discharge all responsibilities as contained chapter 3 of Treasury Regulations issued in terms of the PFMA as well as the Audit Committee Charter.
<u>ENQUIRIES</u>	:	Ms. Takalani Madzole Tel No: (012) 441 6151 or nsg.internalaudit@thensg.gov.za
<u>APPLICATIONS</u>	:	Should be addressed to: The Accounting Officer: The National School of Government and be submitted in the following manner: E-mail: nsg.internalaudit@thensg.gov.za or hand delivery to The National School of Government, 70 Meintje Str, Trevenna Campus, Sunnyside, Pretoria.
<u>NOTE</u>	:	The Audit Committee will report to the Executive Authority and Accounting Officer of the National School of Government. Preference will be given to applicants who are citizens of the Republic of South Africa. The Audit Committee shall meet at least four (4) times per financial year. Applications must be accompanied by a comprehensive curriculum vitae as well as certified copies of qualifications and identity document. Applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	:	05 October 2026.

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **Western Cape/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.

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

CLOSING DATE

: 05 October 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. 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.

ERRATUM: Kindly take note that the post of Administration Clerk: Asset at the Gauteng Division of the High Court: Johannesburg, Ref No: 2026/127/OCJ advertised on Public Service Vacancy Circular 32, dated 04 September 2026 has been withdrawn.

MANAGEMENT ECHELON

<u>POST 34/82</u>	:	<u>CHIEF OF STAFF: PRIVATE OFFICE OF THE CHIEF JUSTICE REF NO: 2026/138/OCJ</u> (Three Year Fixed Term Contract)
<u>SALARY</u>	:	R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Applicants should be in possession of a Grade 12 certificate and an LLB or equivalent qualification in Law (NQF 7) as recognized by SAQA. A postgraduate qualification in Management or Legal will be an added advantage. A minimum of five (5) years' appropriate experience at Senior Management level. Experience in management either in the public or private sector. One of the minimum entry requirements for Senior Management Service is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . The successful candidate will be required to complete this prior to appointment. Proven ability to draft and quality control highly complex policy documents and legal instruments. An understanding of the South African legal system. Extensive knowledge of the functioning of an executive office and related administrative systems. Organisational ability and analytical acumen. Advanced research and writing skills. Advanced knowledge of the application of MS Office applications. Ability and willingness to travel when required and work long hours. A valid driving license. The candidate needs to meet the requirements for a top-secret security clearance. Attributes and competencies: Self driven, display initiative, ability to meet strict deadlines and to work under pressure, a sense of attention to detail, and excellent communication skills (written and verbal). Strategic capability and leadership, programme and project management, financial management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<u>DUTIES</u>	:	Provide strategic leadership in the Private Office of the Chief Justice. Manage and ensure the effective and efficient administration of the Private Office of the Chief Justice. Act as principal point of contact between the Private Office of the Chief Justice and the Office of the Secretary General of the OCJ. Manage financial, human and other resources allocated to the Private Office of the Chief Justice. Provide and coordinate protocol, security and related technical or legal administration support services. Provide executive and administrative support to the Chief Justice and the Deputy Chief Justice inclusive of household support services. Provide domestic and international stakeholder relations management services. Oversee the planning of major international and domestic events hosted by the Chief Justice. Provide executive liaison services to the Chief Justice and the Deputy Chief Justice in support of their ceremonial functions and interaction with the Executive and Legislative Branches of the State. Develop, maintain, and implement administrative (document and other

management) systems for the Private Office of the Chief Justice. Develop, manage and coordinate the preparation of draft speeches, research and related documents as required by the Chief Justice and the Deputy Chief Justice.

ENQUIRIES : Technical Related and HR Enquiries: Ms.LP Mpe Tel No: (010) 493 2500
APPLICATIONS : Applications can be sent via email to 2026/138/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

OTHER POSTS

POST 34/83 : **ADMINISTRATION CLERK: DCRS REF NO: 2026/136/OCJ**

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

CENTRE : Western Cape Division of The High Court: Cape Town
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A minimum of one (1) year experience in court recordings, exposure to court related functions and driver's license will serve as an added advantage. Knowledge and skills: Knowledge of digital recording process, conducting system test and operating a DCRS/CRT machine. Skilled in computer literacy (MS Office), communication (verbal and written), document management, customer service, interpersonal skills and problem-solving. Along with the following attributes: accuracy, attention to detail and ability to work under pressure.

DUTIES : Before court proceedings test and operate recording equipment, perform digital recording of court proceedings and ensure the integrity of such recordings, provide administrative support at circuit courts, collection of statistics, provide administrative support in general for court performance and case flow management, provide any other administrative support in relation to case flow, HR, Finance and Supply Chain as required by the Judiciary, Court Manager, Chief Registrar and Supervisor.

ENQUIRIES : Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2411
 HR Related Enquiries: Mr. SD Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be sent via email to 2026/136/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 34/84 : **DATA CAPTURER REF NO: 2026/137/OCJ**

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

CENTRE : Western Cape Division of The High Court: Cape Town
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid drivers' license will serve as an added advantage Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles and working procedures in terms of the working environment. Skilled in communication (written and verbal), interpersonal relations, computer literacy, customer service, planning, organising, problem solving, analytical and numeracy skills. Along with the following attributes: ability to work under pressure, flexible, motivated, meticulous and self-driven.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, provide support to the verification personnel with availing data sources required and files, collect correspondence from general office, distribute files and correspondence to Registrars, send and receive emails when requested, report all IT problems immediately to supervisor, provide any other support as required by the judiciary, Court Manager and/or supervisor and provide information to responsible components, keep and maintain records and files in an organised method, ensure that all case records/court documents for data capturing are kept safely while in your

ENQUIRIES

APPLICATIONS

NOTE

possession, attend to Attorneys queries with respect to quasi-judicial matters, review and validate all data from the files, open files, sort and distribute incoming data to be captured equally, update registers and statistics
Technical Related Enquiries: Ms. S Ndou Tel No: (021) 480 2635
HR Related Enquiries: Mr. SD Hlongwane Tel No: (012) 482 3809
: Applications can be sent via email to 2026/137/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.

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**

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

Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5100 or PRD Building, 02 Sutherland Street Mthatha. For Attention: Ms. N. Mzalisi

Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau

Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M. Masubebele.

CLOSING DATE

:

09 October 2026 at 16H00

NOTE

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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.

OTHER POSTS

<u>POST 34/85</u>	:	<u>CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2026/338</u>
<u>SALARY</u>	:	R1 317 108 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with Relevant council (ECOSA) as a Professional Engineer. A valid driver's license. Knowledge of mechanical engineering best practices and aspects of the building and construction environment, extensive knowledge and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA Supply Chain Management, Contract Management, good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Mechanical Engineering software in the use of dashboards to track progress. Good interpersonal and negotiation skills. Applied knowledge of all Built Environment legislations/ regulating requirements. Excellent writing and presentation skills. The ability/ willingness to travel.
<u>DUTIES</u>	:	Provide technical lead in proposal preparations, define technical resources requirements for successful work execution, perform final review and approval or audits on new engineering designs according to design principles, set maintenance standards specifications and service levels according to organisational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures, infrastructure, scrutinize and approve fee accounts of consulting engineers. Mentor train and develop candidates and related technical personnel to promote skills/knowledge. Transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074
<u>APPLICATIONS</u>	:	for the position of Chief Engineer (Mechanical) must be emailed to: RecruitPE26-40@dpw.gov.za
<u>POST 34/86</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2026/339</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Accounting or Cost & Management Accounting Financial Relevant

years of work experience in budgeting and financial management at a junior manager or Assistant Director equivalent level. Knowledge: Working knowledge of estimating, budgeting, cash flow management and policy, procedure and processes regarding budget management in the public service. In-depth knowledge of BAS, LOGIS and Vulindlela and ability to prepare and conduct effective decision briefs and presentations. A thorough working knowledge of the financial processes of the public service. Proficient in financial regulatory frameworks in the public sector, augmented with sound working knowledge of acquisition/procurement policies, processes and procedures. Best practice budget management skills, including the drafting and submission of decision briefs, estimates of expenditure and revenue, cash flow plans and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to effectively apply budget policy and financial regulatory frameworks. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and attention for details. Ability to analyse financial reports for decision-making. Effective communication and collaboration with stakeholders Capability: Demonstrate capability to interpret budget guidelines and convert them to programme guidelines, negotiation skills, data analytical skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models.

DUTIES

: Ensure that budget and expenditure are managed in line with relevant legislation, regulations, frameworks, and departmental policies and procedures. Monitor legislative and regulatory prescripts relating to public finance management and accounting including the PFMA and Treasury Regulations to inform recommendations for amendment to financial policies and procedures where relevant and ensure compliance with National Treasury reporting requirements. Provide advice and guidance to budget managers on budget planning, expenditure estimates and forecasting methods and tools. Analyse and quality assure the financial information requirements for the evaluation budget inputs. Analyse, interpret, and communicate the Treasury Guidelines on budget processes (MTEF, ENE, AENE & Rollover). Develop templates for the collection of budget information from budget managers. Review and analyse the annual budgets and ensure alignment with the departmental annual performance plan and the strategic plan. Coordinate the preparation and consultation for the MTEF budget process. Align budget statements with the. Analyse and interpret the requirements for the annual and adjusted cash flow projections as prescribed by Treasury. Compile presentations to inform management decisions on budget planning and financial performance. Record minutes and implement resolutions on budget and expenditure management. Assess where shifting of funds/ virements are required and recommend budget adjustments. Oversee implementation of approved budget adjustments and provide feedback to the relevant components. Issue budget allocation letters and ensure reconciled ENE and AENE budget. Coordinate and consolidate roll-over submissions. Ensure that compliance requirements for budget rollover and retained surplus requests are disseminated to programme managers and in compliance with the NT guidelines. Monitor expenditure trends, assess additional funding requirements for the adjustment estimates process, and develop proposals on the virement or shifting of funds. Evaluate information on monthly reports for spending variance analysis and recommend corrective measures. Compile monthly and quarterly financial performance reports for and ensure timely submission of In-Year Monitoring Report. Compile information for the interim and annual financial statements. Manage the financial delegations and participate in the internal and external audit reviews. Coordinate the Auditor-General South Africa (AGSA) and internal audit process related to financial management. Supervise subordinates.

ENQUIRIES **APPLICATIONS**

: Ms. Fortunate Motlhasedi Tel No: (012) 406 1541
: for the position of Deputy Director: Management Accounting must be emailed to: Recruitment26-75@dpw.gov.za

<u>POST 34/87</u>	:	<u>ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2026/340</u> (This is readvertisement of PSVC 16 of 2026, Ref No: 2026/196-people who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management Services, Property Management, Town and Regional Planning. Relevant years of experience in property management and Property Management Information System (PMIS). A valid driver's license and must be prepared to travel. Knowledge of Government Immovable Asset Management Act (GIAMA); Public Finance Management Act (PFMA), Broad-Based Black Economic Empowerment (BBBEE), Property Law, Treasury Regulation. Knowledge of the Property Management Information System (PMIS) and Geographic Information Systems (GIS) will be an added advantage. High degree of computer literacy, good communication and interpersonal skills, Report writing skills, analytical skills, Accounts and Numerical Skills. Ability to work under stressful conditions.
<u>DUTIES</u>	:	Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Verify property details and maintain the Property Management Information System (PMIS). Keep track of developments in property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time. Ensure State properties are adequately secured to prevent illegal occupation and vandalism and take rectification action where necessary. Take measures against unlawful occupations. Identify and ensure properties to be cleared of overgrown vegetation and to clear fire breaks. Liaise with all spheres of Government (s) in respect of property related matters. Negotiate with potential tenants and conclude lease agreements in line with the requirement of PFMA, Treasury Regulations and other prescripts and policies of the Department. Manage the implementation of the conditions of lease agreements, particularly regarding contract milestones. Carry out debt management functions. Conduct budget for the unit. Investigate the utilization potential of State properties. Attend relevant committees in the performance of your duties. Undertake site visits and conditions surveys to determine utilization potentials. Participate in the letting-out process of the Department. Facilitate the processing and issuance of relevant documentation in respect of land development applications and landowners' consent by the delegated authority. Ensure the optimal utilization of State properties. Facilitate cost determinations and verifications. Identify superfluous State-owned property for disposal. Supervise employees to ensure effective delivery service. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Assist in the preparation of reports to top management and all relevant stakeholders. Liaise with client departments to ensure optimal utilization of State-owned properties and to determine their needs and reserve properties to Client departments. Supervision of staff and management performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. ST Tshilwane Tel No: (012) 310 5127 for the position of Assistant Director: Utilization and Contract Administration must be emailed to: RecruitPTA26-54@dpw.gov.za
<u>POST 34/88</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN (GRADE A): WATER TESTING LABORATORY SUPERVISOR REF NO: 2026/341</u>
<u>SALARY</u>	:	R573 552 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Water Care Science or relevant qualification. A minimum of 6 years' post-qualification technical/scientific experience in water quality testing, water and wastewater treatment practices and technology. Compulsory registration with SACNASP as a Certificated Natural Scientist. A valid driver's licence. Experience in the supervision or management of a water quality testing laboratory, including laboratory quality assurance and quality control, analytical methods, water and wastewater sampling and testing, laboratory equipment, reagents and consumables, data management and technical reporting, will be

an added advantage. Knowledge And Skills: Knowledge of water and wastewater quality testing principles, analytical methodologies, sampling and sample handling procedures, laboratory quality assurance and quality control systems, laboratory health and safety, scientific methodologies, applicable legislation and regulatory requirements, laboratory equipment and instrumentation, data analysis and interpretation, technical report writing and computer-aided scientific applications. Knowledge of programme and project management, financial and resource management, people management and performance development will be an added advantage. The following competencies are required: Strategic capability and leadership; technical and analytical skills; professional judgement; decision-making; problem-solving; planning and organising; communication; computer literacy; people management; conflict management; change management; customer focus and responsiveness; and attention to detail.

DUTIES : Manage and supervise the day-to-day operations of the Water Testing Laboratory. Manage and oversee water quality testing and analytical services. Implement and maintain laboratory quality management systems. Manage laboratory equipment, chemicals, reagents and consumables. Ensure laboratory health, safety and regulatory compliance. Manage laboratory data, records and technical reporting. Supervise, mentor and develop laboratory personnel. Provide technical support and promote continuous improvement. Manage and coordinate laboratory planning and technical governance. Manage the procurement and availability of laboratory consumables, reagents and equipment

ENQUIRIES : Mr TM Moloi Tel No: (012) 406 2099
APPLICATIONS : for the position of Control Scientific Technician (Grade a) must be emailed to: Recruitment26-76@dpw.gov.za

POST 34/89 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2026/342**

SALARY : R487 197 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Auditing/Accounting. Internal Audit Technician (IAT)/Professional Internal Auditor (PIA). Practicing Internal Auditor with appropriate years of experience as a senior internal auditor /Internal auditor. Registration with the Institute for Internal Auditors. A valid driver's license. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management skills. Report writing skills, organization and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.

DUTIES : Conduct audit, risk management, internal control and governance processes; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the

		physical existence of the assets, utilize appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.
<u>ENQUIRIES</u>	:	Mr V Rikhotso Tel No: (012) 492 3064
<u>APPLICATIONS</u>	:	for the position of Assistant Director: Internal Audit must be emailed to: RecruitMTH26-21@dpw.gov.za
<u>POST 34/90</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: 2026/343</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Internal Auditing/Accounting. Relevant years of experience in the field in Auditing. Registration with the Institute for Internal Auditors. Security clearance. Knowledge of IAA Charter. IAA Methodology. IAA Standards. Standards for Professional Practice of Internal Auditing. Treasury Regulations. Public Finance Management Act. Institute of Internal Auditors Code of Ethics. Possession of an Internal Audit technician (IAT) and or Professional Internal Audit Technician (PIAT) qualification will be an added advantage. Advanced Audit Process & associated phases Departmental business systems and processes. Departmental policies and procedures. Accounting standards. Team-mate Audit Software. Skills: Advanced communication (verbal and written). Advanced Report writing. Organisation and co-ordination. Interpersonal skills. Negotiation. Analytical thinking. Ability to assess and analyse information and make relevant findings. Computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. Ability to work within specific timeframe.
<u>DUTIES</u>	:	Provide inputs in the development Internal Audit Strategic Plans. Identify and analyse critical risks from the Department's Risk Management plan that requires Internal Audit Activity focus and the controls put in place to mitigate them. Establish risk-based plans to determine the priorities of the IAA consistent with the organisation's goals. Align the operational plan to the overall objectives of the organisation. Provide inputs in the development of Internal Audit Operational plan. Determine focus areas for IA activities. Determine IA scope in relation to the scheduled assignments. Allocate resources to planned audit assignments. Establish the timing of performance of the audit assignments. Determine the reporting requirements and deadlines. Perform activities of the IAA at each level of operation to ensure that they are consistently performed in accordance with the IIA's standards. Conduct reviews as per approved annual plan and/or approved ad hoc requests. Identify process weaknesses and provide appropriate recommendations for improvement. Monitor the implementation of recommendations by management. Report on the internal audit Activity's engagement findings and conclusions. Provide Secretarial services to the audit and Risk Management. Committee of the Department. Render administrative support services. Administer the co-sourcing activities within the Directorate. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports. Respond to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by superiors. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationery, refreshments etc. for the activities for the manager and the unit.
<u>ENQUIRIES</u>	:	Ms. Z. Magantolo Tel No: (012) 492 2307/Mr. S Khomo at 082 906 5796
<u>APPLICATIONS</u>	:	for the position of Senior Internal Auditor must be emailed to: RecruitPTA26-55@dpw.gov.za
<u>POST 34/91</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2026/344</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria Regional Office

<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Human Resource Management or related field of study. Appropriate years of working experience in Human Resource Recruitment. A valid driver's license. Knowledge: Standards, practices, processes and procedures related to HR Recruitment. Structure and functioning of the Department, Public Service Act and Regulations. Employment Equity Act. Knowledge of PERSAL. Basic Condition Act. Public Finance Management Act. Codes of Remuneration. Conflict Management. Project Management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.
<u>DUTIES</u>	:	Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human Resources during shortlisting and interviews of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the human resource assessments as prescribed. Promote the achievement of employment equity and support the employment equity plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure effective delivery service. 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 of the required standard efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Masubelele Tel No: (012) 492 3187
	:	for the position of Senior Personnel Practitioner: Recruitment & Planning must be emailed to: RecruitPTA26-56@dpw.gov.za
<u>POST 34/92</u>	:	<u>PERSONAL ASSISTANT (INTER-GOVERNMENTAL RELATIONS) REF NO: 2026/345</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Head Office (Pretoria)
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Secretarial, Public Management, Public Administration, Business Management, Management, Office Support, Management Assistant or related as recognised by SAQA. In addition, the incumbent must have: Relevant years of experience in office administration, as a clerk, assistant officer or administrative assistant. A valid driver's license. An understanding of policies and procedures, governance/secretarial protocol generally, document management and archiving, planning, organising, and coordinating. Good computer skills, report writing, time management, and minute-taking skills should be the strengths of those aspiring for this appointment. A good understanding of financial matters. Skills in communication, interpersonal relations, and Microsoft Office. Organisational, budgeting, financial management, time management, planning, problem-solving, decision-making, technical proficiency, and leadership skills.
<u>DUTIES</u>	:	The Personal Assistant will prioritise and schedule appointments, meetings and conferences and alert to appointments. In addition, the incumbent will: Act as a first point of contact, dealing with correspondence and phone calls. Managing diaries and organising meetings and appointments. Manage access control to the manager/executive. Booking and arranging travel, transport and accommodation. Organising events and conferences. Reminding the manager/executive of important tasks and deadlines. Typing, compiling and preparing reports, presentations and correspondence. Managing databases and filing systems. Implementing and maintaining procedures/administrative systems. Liaising with staff, suppliers and clients. Collating and filing expenses. Conducting research and write reports on behalf of the manager. Skills: Basic

		analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organising skills, with proficiency in research and financial analysis. Personal Attributes: The incumbent must be efficient, discrete, flexible, self-motivated, organised, proactive and a good communicator. Advanced-level skills in Word for Windows and Microsoft PowerPoint. And at least an intermediate-level knowledge of Microsoft Excel. An added advantage will be proficiency in report writing and management of sensitive and high-profile stakeholders.
<u>ENQUIRIES</u>	:	Ms. N Tukela at (082) 957 4526
<u>APPLICATIONS</u>	:	for the position of Personal Assistant must be emailed to: Recruitment26-77@dpw.gov.za
<u>POST 34/93</u>	:	<u>ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2026/346</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration or related field. Relevant years of work experience in the relevant fields. Knowledge Procurement and tender regulations; Occupational Health and Safety; Labour Relations Act; Public Finance Management Act. Skills: Numeracy Interpersonal and diplomacy skills; advisory skills; supervisory skills; general administration and organisational skills; computer utilization; analytical thinking; problem solving skills; communication and report writing abilities.
<u>DUTIES</u>	:	Facilitate the ordering and distribution of cleaning material and equipment: Prepare documentation for requisitions. Capture requests on LOGIS. Recommend the purchasing of cleaning materials and equipment. Verify the purchase and distribution of cleaning materials and equipment. Order cleaning material and equipment from suppliers. Maintain supplies inventory by checking stock to determine inventory level. Execute the supervision of cleaning services to maintain hygienic environment:- Administer cleaning schedules for clients. Administer requests from client departments. Monitor services rendered by in house staff and private contractor. Ensure preparation and allocation of uniform for new employees. Provide support in financial administration for cleaning services. Determine the financial for stock needed. Provide budget input for cleaning services. Assist with verification invoices that come from suppliers' clients' queries and complaints. Assist in ensuring implementation of Service Level Agreement (SLA). Render general administration and supervisory work:- Supervise performance of subordinates. Administrate office correspondence, documents and reports. Provide information for audit queries. Organise relevant meetings and workshops and document record thereof.
<u>ENQUIRIES</u>	:	Mr S. Kutu Tel No: (012) 310 5993
<u>APPLICATIONS</u>	:	for the position of Administrative Officer: Cleaning Services must be emailed to: RecruitPTA26-57@dpw.gov.za
<u>POST 34/94</u>	:	<u>ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2026/347 (X3 POSTS)</u> (This is a readvertisement of Supervisor: Grounds Services on PSVC 10 of 2026, Reference No: 2026/148. Only three (3) posts were previously advertised. Applicants who applied previously are encouraged to reapply)
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of Senior Certificate/ Grade 12. No previous experience required. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; State budgetary systems business-, accounting- and financial systems. Logis. Skills: Numeracy; accounting; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem-solving approach; communication computer literacy.
<u>DUTIES</u>	:	Provide administration of job cards: -Register and file new job cards. Make follow up on outstanding job cards. Monitor the updating of information on job card. Circulate information on job cards. Set queries and problems on job cards. Render general clerical support services: - Assist with the ordering of workshop material and equipment. Record, organise, store, capture and

retrieve correspondence and data. Update registers and statistics. Make photocopies as required. Distribute documents/packages to various stakeholders as required. Administer client complaints and queries: -Maintain an active query register for the unit. Address enquiries or refer them to the necessary manager. Follow-up on outstanding complaints and queries. Provide feedback to clients regarding complaints. Coordinate meetings with stakeholders and perform other clerical functions -: Confirm availability of required stakeholders. Arrange meetings and take minutes during meetings. Organise necessary logistics for the meetings. Prepare and distribute documents as directed. Provide personnel and financial administration support services for the sub-directorate: -Capture and update expenditure for the sub-directorate. 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. S Kutu Tel No: (012) 310 5993
APPLICATIONS : for the position of Administrative Clerk: Workshop must be emailed to RecruitPTA26-58@dpw.gov.za

POST 34/95 : **SUPERVISOR: CLEANING SERVICES REF NO: 2026/348 (X9 POSTS)**
 (This is a readvertisement of Supervisor: Grounds Services on PSVC 10 of 2026, Reference No: 2026/147. Only eight (8) posts were previously advertised. Applicants who applied previously are encouraged to reapply)

SALARY : R201 093 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of Grade 9/ ABET level 4. (A minimum of two years relevant cleaning service environment experience will be used as an added advantage). Basic knowledge of cleaning, Office Administration, Operating cleaning equipment, Occupational health and safety, Personnel practices and Labour Relations Act. Skills: Effective communication skills, numeracy, observation abilities, ability to work with consultants, professionals and staff at various levels, relationship management, interpersonal and diplomacy skills, analytical thinking, problem solving skills, decision making skills, conflict resolution, motivational skills.

DUTIES : Manage and control equipment and materials: identify resource requirements and special operational needs. monitor the condition and availability of equipment. Ensure replacement or repair of faulty/outdated equipment. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services: -Ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning. Perform administration functions associated to housekeeping & cleaning services. Identify hazards in the buildings/offices related to fire and electricity. Perform physical inspection of cleaned areas:- Ensure the removal of refuse in the offices and around the buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section:- Identify staff requirements in terms of training and development. Review employees' performance. support the administration of human resources. assist with maintenance of discipline and time keeping. Assist with records management.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : for the position of Supervisor: Cleaning Services must be emailed to: RecruitPTA26-59@dpw.gov.za

POST 34/96 : **BOILER OPERATOR: WORKSHOP REF NO: 2026/349 (X10 POSTS)**
 (This is a readvertisement of Boiler Operator: Workshop on PSVC 08 of 2026, Reference No: 2026/93. Only three (3) posts were previously advertised. Applicants who applied previously are encouraged to reapply)

SALARY : R201 093 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of Grade 10 and equivalent recognised national steam certificate. A minimum of one (1) year experience in the field will be an added advantage). Knowledge of Boiler Operation, Occupational Health and Safety Act, Operation of equipment, tools and materials. Knowledge of general built environment. Operation of machinery skills. Interpersonal skills. Basic literacy skills. Technical skills. Motivational skills. Supervisory skills. Planning and organising skills. Accuracy. Effective communication skills.

<u>DUTIES</u>	:	Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, grit arrester and smoke box.
<u>ENQUIRIES</u>	:	Mr S. Kutu Tel No: (012) 310 5993
<u>APPLICATIONS</u>	:	for the position of Boiler Operator: Workshop must be emailed to: RecruitPTA26-60@dpw.gov.za
<u>POST 34/97</u>	:	<u>SUPERVISOR: GROUNDS SERVICES REF NO: 2026/350</u> (This is a readvertisement of Supervisor: Grounds Services on PSVC 10 of 2026, Reference No: 2026/148. Applicants who applied previously are encouraged to reapply)
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of ABET level 4/ Grade 9. Relevant experience of horticultural practices and clerical services will be an added advantage). Knowledge of Garden maintenance practices; Office Administration. Operating horticultural equipment; Occupational health and safety; Personnel practices. Labour Relations Act. Effective communication skills. Good communication, leadership and organizational skills. A valid driver's license.
<u>DUTIES</u>	:	Manage and control equipment and materials:- Identify resource requirements and special operational needs. Monitor the condition and availability of equipment. Ensure the maintenance/servicing of equipment and other outdoor maintenance tasks:- Prepare, implement and monitor maintenance schedules. Ensure that weeds and grass on bedding are removed. Supervise the fertilization of soil on flower beds. Perform physical inspection of worked ground areas:- Ensure the removal of garden rubbish/refuse around buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section. Identify staff requirements in terms of training and development. Assist with performance reviews of subordinates. Support the administration of human resources.
<u>ENQUIRIES</u>	:	Mr. S. Kutu Tel No: (012) 310 5993
<u>APPLICATIONS</u>	:	for the position of Supervisor: Ground Services must be emailed to: RecruitPTA26-61@dpw.gov.za

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 address: Director: Youth Development, Empowerment and Programme Implementation- e-recruit.YDEPI@dsd.gov.za
- FOR ATTENTION** : Mr R Khobatha
- CLOSING DATE** : 05 October 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 R417.00. 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 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 disclosure 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

<u>POST 34/98</u>	:	<u>DIRECTOR: YOUTH DEVELOPMENT, EMPOWERMENT AND PROGRAMME IMPLEMENTATION REF NO: T1/2026</u> Chief Directorate: Community Mobilisation and Empowerment
<u>SALARY</u>	:	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. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in the field of Development Studies/ Social Sciences as recognised by SAQA Plus 5 years' experience at middle/ senior management in the relevant field. Knowledge of the Constitution of South Africa. Knowledge of the relevant Public Service Act and Regulation. Knowledge and understanding of White Paper on Social Welfare. Knowledge and understanding of Anti-Poverty Strategy. Knowledge of the Public Service Legislative frameworks. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the NPO Act. Knowledge and understanding of involvement in international structures/ stakeholders (UN Convention and AU). Knowledge and understanding of National Development Plan (NDP). Knowledge and understanding of National Development Agency Act. Knowledge and understanding of National Youth Commission Act. Knowledge and understanding of National Youth Development Framework. Knowledge and understanding of National Youth Policy. Knowledge and understanding of District Development Model. 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. Strategic capability and leadership. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Critical thinking. Analytical Skills. Collaboration. 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.
<u>DUTIES</u>	:	Manage the development, review, and monitor the implementation of policies, frameworks, guidelines related to youth development. Develop and implement programmes and interventions for youth development. Coordinate and facilitate stakeholder participation, partnerships, and the integration of youth development programmes. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Dr M Mulaudzi Tel No: (012) 312-7996/ 7561 In terms of the Department's employment equity targets, Coloured, Indian and White males as well as African, Coloured and White females. Persons living with disabilities are encouraged to apply.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

: Applicants must use this link below to access DSAC E-Recruitment System https://erecruit.dsac.gov.za/public/login_test.php Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.

CLOSING DATE

: 05 October 2026, 16:00

NOTE

: Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the DPSSA, 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 from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

<u>POST 34/99</u>	:	<u>DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DSAC-06/09/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENT</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF level 7) as recognised by SAQA in Sociology/ Public Management & Governance/ Public Administration/ Public Management/ Business Management/ Business Administration/ Office Management or any relevant qualification; Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government; 5 years relevant experience at a Middle (Deputy Director level) /Senior Management level in governance administration, committee management, parliamentary liaison, stakeholder relations, intergovernmental relations, or any institutional coordination environment. Valid driver's licence; Knowledge of Public Service Regulation, Public Service Act and relevant prescripts; Knowledge and understanding of governance structures; Knowledge and understanding of protocol processes; Knowledge and understanding intergovernmental relations and system; Knowledge and understanding of District Development Model (DDM) Framework; Knowledge and understanding of relevant policies and procedures; Knowledge and understanding of PFMA; Strategic capability and Leadership; People management and Empowerment; Programme and Project Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Presentation skills; Research and Analytical skills; Good communication and Interpersonal relations; Computer literacy.
<u>DUTIES</u>	:	Manage Governance Structures, Parliamentary and Stakeholder Coordination- Manage the implementation of governance and transformation initiatives in support of the department's strategic objectives; Coordinate the functioning of governance structures, committees and forums within the office of the Director-General; Coordinate FOSAD Cluster activities, governance forums and institutional policy coordination processes; Manage parliamentary liaison services, including the coordination of parliamentary questions, committee responses, briefing notes and submissions; Monitor the implementation of decisions and resolutions arising from governance structures and provide progress reports; Develop and implement governance systems, procedures and standard operating processes to strengthen institutional governance; Coordinate stakeholder engagement and institutional governance initiatives with relevant stakeholders; Facilitate governance-related planning, monitoring, evaluation and reporting processes; Conduct research and provide technical advice on governance and departmental institutional effectiveness; Manage and coordinate administrative support to the District Development Model (DDM)-Manage the provision of administrative, secretariat and coordination support services within the office of the DG; Manage registry, records and document management services within the office of the DG, ensuring compliance with records management framework; Coordinate the department's participation in DDM structures and related activities, meetings and reporting requirements; Monitor implementation of DDM commitments, resolutions, action plans and provide progress reports to management; Facilitate collaboration and information sharing with national, provincial and local government stakeholders to support DDM implementation; Coordinate departmental participation in DDM initiatives; Coordinate administrative systems and support processes to improve operational efficiency; Provide recommendations for improved operational efficiency within executive support structures; Review and consolidate submissions within the Chief Directorate; Coordinate departmental input into MINMEC, NEDLAC and related intergovernmental forums; Coordinate Institutional Governance Compliance and Reporting-Manage and monitor compliance with governance policies, frameworks, procedures and applicable prescripts; coordinate the compilation and submission of governance, parliamentary and executive administrative

reports; Manage and track implementation of governance-related commitments and recommendations arising from governance structures and oversight bodies; Identify governance, compliance and operational risks requiring management intervention; Coordinate departmental responses to governance-related audit findings and monitor the implementation of action plans; Monitor compliance with governance information and reporting requirements and ensure the timely submission of reports to relevant oversight structures; Provide governance support and advice to management and relevant stakeholders; Coordinate Intergovernmental and Stakeholder Relations-Manage and coordinate the department's participation in intergovernmental structures and forums; Coordinate engagements with government departments, public entities and other relevant stakeholders to support the achievement of departmental objectives; Develop and maintain stakeholder databases and engagement plans to strengthen institutional coordination; Monitor implementation of stakeholder commitments, resolutions and action plans and provide progress reports to management; Facilitate information sharing coordination and collaboration within spheres of government; Coordinate departmental participation in governance, parliamentary and stakeholder platforms to ensure the timely preparation of briefing documents, reports and submissions; Provide secretariat and administrative support for stakeholder and intergovernmental forums; Manage the Directorate-Provide strategic leadership, management and performance oversight of human, financial, information and other resources within the Directorate; Develop, implement, monitor and review the Directorate's operational and performance plans to ensure alignment with departmental priorities; Manage performance, risks, internal control and audit processes, and ensure the implementation of corrective action plans arising from audit findings and risk assessment; Consolidate and coordinate reports, submissions and presentations on governance structures;

ENQUIRIES

: Dr C Khumalo Tel No: (012) 441 3439

POST 34/100

: **DIRECTOR: HERALDRY SERVICES REF NO: DSAC-07/09/2026**

SALARY

: R1 317 384 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

**CENTRE
REQUIREMENTS**

: Pretoria
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF level 7) as recognised by SAQA in Fine Arts/ Visual Arts/ Cultural Heritage Management/ Heritage Studies/ History/ Museum Studies/ Indigenous Knowledge Systems/ Bachelor of Laws or any relevant qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); 5 years relevant experience at a Middle (Deputy Director level) /Senior Management level in heraldry, heritage management within the development, registration and preservation of heraldic representations environment; A valid driver's license and willingness to travel; Knowledge of Public Service Regulations; Knowledge and understanding of policy development; Knowledge and understanding of South African heritage, culture and history; Knowledge and understanding of Registration and preservation processes for heraldic representations; Knowledge of heraldry services; Understanding of heraldic principles, practices, standards and procedures; Knowledge and understanding of national symbols, their significance, and protocols governing their use; Knowledgeable in the Public Finance Management Act with an understanding of relevant policies, prescripts, and legislation; Knowledge of policy development and analysis processes; Knowledge of research methodologies; Strategic capability and Leadership; People management and Empowerment; Programme and Project Management; Financial Management; Service Delivery Innovation (SDI); Client Orientation and Customer Focus; Presentation skills; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills.

DUTIES

: Manage the heraldic artistry design and preservation-Develop, design and maintain official heraldic representations in line with prescribed standards; Provide advice on design and preservation of official heraldic artistry; Document traditional and cultural symbolism for preservation purposes;

Ensure preservation and safeguarding of heraldic records and artefacts; Provide guidance on heraldic symbolism and interpretation; Ensure compliance with heraldic processes; Support quality assurance of all heraldic artworks and outputs; Lead the development and processing of the Heraldry Bill; Manage the development and registration of heraldic representations-Facilitate the development and registration of heraldic representations; Manage and process applications for heraldic registration; Facilitate review and approval processes for heraldic designs; Ensure accurate documentation and recording of registered heraldic symbols; Liaise with relevant stakeholders on registration and compliance requirements; Ensure production and quality assurance of draft and final designs; Coordinate publication of approved designs in the Government Gazette; Ensure compliance with heraldic standards and legislative requirements; Engage relevant stakeholders on heraldic approval processes; Coordinate publication of approved heraldic representations; Oversee coordinate and popularization of national symbols-Facilitate the coordination and popularisation of national symbols; Implement public awareness programmes on national symbols; Oversee the coordinate of outreach programmes; Promote civic education on national identity and symbolism; Engage relevant stakeholders including schools, communities and institutions; Monitor and evaluate awareness and outreach initiatives; Oversee the distribution of national flags to schools and institutions across the country; Provide strategic leadership in conceptualising, planning, and executing the National Orders Award Ceremony and all associated deliverables; Develop and ensure implement of policies, procedures, guideline and conduct research related to Heraldry services-Conduct research on heraldry, national symbols and Indigenous Knowledge Systems (IKS); Source and analyse literature, archival materials and academic publications; Participate in conferences, seminars and forums; Produce research reports, articles and technical documentation; Support evidence-based improvement of heraldic and symbolic practices; Engage the Office of the State Law Adviser on legislative matters; Facilitate approval processes including SEIAS documentation; Lead initiatives to promote awareness of national symbols; Manage the Directorate-Develop and manage operational plans aligned to departmental strategy; Respond to audit queries, parliamentary questions and compliance requests; Manage risk identification and mitigation processes within the directorate; Oversee performance management systems and staff development; Ensure compliance with legislation, policies and governance frameworks; Manage stakeholder engagement and intergovernmental relations.

ENQUIRIES

:

Mr I Langeveld Tel No: (012) 441 3037

OTHER POSTS

POST 34/101

:

DEPUTY DIRECTOR: PRESERVATION MANAGEMENT SERVICE REF NO: DSAC-08/09/2026

SALARY

:

R932 292 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70/ 75% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE

:

Pretoria

REQUIREMENTS

:

Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree NQF level 7) as recognised by SAQA in Archival Studies/ Library and Information Science/ Conservation Studies/ Archives and Records Management/ Heritage and Cultural Sciences/ Museum Studies/ History or any relevant qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in preservation of records, conservation, or any archival environment; Knowledge of Public Service Regulations; Knowledge and understanding of preservation and conservation principles and practices; Knowledge and understanding of heritage preservation frameworks; Knowledge and understanding of collection management, storage, and environmental control standards; Knowledge records and archives management principles; Knowledgeable in the Public Finance Management Act with an understanding of relevant policies, prescripts, and legislation; Knowledge of policy development and analysis processes; Client Orientation and Customer Focus; Presentation skills; Good communication and

	Interpersonal relations; Computer Literacy; Project Management Skills; Ability to work under pressure
<u>DUTIES</u>	: Develop and Implement preservation operational plans, conservation and restoration plans and digitisation strategies.; Coordinate conservation and restoration activities for heritage assets, heraldic artwork, records, and collections; Establish preservation and conservation priorities;; Ensure compliance with preservation and conservation legislation, standards, policies and international best practices; Coordinate digitisation projects to improve access, and safeguard historical records; Maintain preservation databases and information management systems; Assess the condition of materials and determine appropriate conservation interventions; Ensure preventative conservation measures are in place to minimise deterioration; Monitor conservation projects and ensure quality standards are maintained; Manage and Implement care for collections and security measures of strongrooms-Maintain storage and handling procedures for preserved materials; Monitor environmental conditions affecting preservation, including temperature, humidity, light, and pests; Ensure appropriate storage facilities and preservation equipment are maintained; Coordinate disaster preparedness and recovery plans for heritage assets and collections; Conduct regular risk assessments to identify threats to preserved materials; Implement measures to protect assets from physical, environmental, and operational risks; Conduct research on emerging preservation technologies, methodologies preservation policies, standards and guidelines-Develop, review and implement preservation, conservation and digitisation policies, standards, procedures and guidelines; Develop standard and best practices to enhance service delivery; Provide advice and guidance on preservation, conservation and digitisation matters; Facilitate awareness and training initiatives on preservation standards and practices; Manage the sub directorate and its performance
<u>ENQUIRIES</u>	: Ms K Ngcobo Tel No: (012) 441 3234
<u>POST 34/102</u>	: <u>DEPUTY DIRECTOR: GOVERNANCE STRUCTURES AND COMMITTEES</u> <u>REF NO: DSAC-09/09/2026</u>
<u>SALARY</u>	: R932 292 per annum, (an all-inclusive remuneration package) consisting of a basic salary (70/ 75% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in Political Science/ Public Administration/ Government Studies/ Public Policy/ Public Management/ Office Management or any related administration qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in parliamentary support services, coordination of government structures, committee administration or any relevant governance administration environment; Knowledge of Parliamentary procedures and processes; Knowledge of public sector governance frameworks, policy and procedures; Knowledge and understanding of Constitution of the Republic of South Africa; Understanding of government and legislative systems; Policy analysis and legislative monitoring; Report writing and presentation skills; Problem-solving and decision-making; Planning and coordination; Client Orientation and Customer Focus; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills; Ability to work as a team; Ability to work under pressure; Professional Integrity; Confidentiality
<u>DUTIES</u>	: Manage the coordination of parliamentary services-Develop and implement systems and processes to coordinate parliamentary and governance matters; Coordinate all interactions between the Department, its entities and Parliament; Manage relationships with parliamentary committees, Members of Parliament, parliamentary support staff and other relevant stakeholders; Coordinate the preparation, quality assurance and submission of parliamentary questions, replies, briefing notes, presentations and other parliamentary documents; Facilitate the attendance and participation of the Executive Authority and departmental officials in parliamentary committee meetings, hearings, oversight visits and other parliamentary engagements; Ensure departmental representation at parliamentary events and official engagements;

Monitor compliance with parliamentary procedures, protocols, reporting requirements and prescribed timeframes; Provide advice and guidance on parliamentary procedures, governance matters and legislative processes; Coordinate parliamentary committee support services and monitor the implementation of parliamentary committee resolutions; Prepare and submit parliamentary governance reports and performance reports for management; Manage government structures- Develop and implement governance frameworks, policies and standard operating procedures for departmental governance structures and committees; Coordinate the establishment, review and effective functioning of governance structures and committees; Develop work plans for governance structures and committees; Ensure the effective planning, coordination and administration of governance committee meetings; Review committee agendas, reports and supporting documentation to ensure quality, accuracy and compliance; Monitor the implementation of committee resolutions and track progress on action items; Ensure governance structures comply with legislative, regulatory and departmental requirements; Coordinate the review of committee terms of reference, delegations of authority and governance charters; Provide governance advice and secretariat support to governance structures; Compile governance reports and recommendations for Executive Management; Coordinate the administration of departmental governance committees-Coordinate the end-to-end administrative support for departmental governance committees; Develop and maintain annual meeting schedules and committee calendars; Coordinate the preparation and distribution of meeting notices, agendas and committee packs; Ensure the accurate recording and timely distribution of committee minutes; Maintain an effective system for recording committee decisions and maintaining the resolution register; Maintain governance committee records and ensure effective filing and document management; Coordinate logistical and administrative arrangements for governance committee meetings; Manage stakeholder liaison and governance-Develop and implement stakeholder engagement strategies relating to governance structures and committees; Establish and maintain effective relationships with government departments, public entities, oversight bodies and other governance stakeholders; Coordinate intergovernmental governance forums, committee engagements and stakeholder consultations; Provide governance advice and support to relevant stakeholders; Facilitate communication between governance committees and relevant stakeholders; Coordinate awareness and capacity-building initiatives on governance frameworks, committee processes and compliance requirements; Represent the Department on governance forums, interdepartmental committees and working groups; Prepare governance reports, briefing documents and stakeholder engagement reports; Manage the sub-directorate- Allocate work to subordinates; Provide advice on governance structures and committees; Ensure training and development to subordinates; Facilitate the performance agreement of subordinates; Monitor proper filing for record and audit purposes; Coordinate responses to audit findings; Identify organisational risks and implement appropriate mitigation measures; Ensure sound governance, compliance, ethics and internal control within the Sub-Directorate; Ensure compliance with all applicable legislative and departmental prescripts.

ENQUIRIES : Dr C Khumalo Tel No:(012) 441 3439

POST 34/103 : **ASSISTANT DIRECTOR: TERMINOLOGY COORDINATION-ISIXHOSA REF NO: DSAC-10/09/2026**

SALARY : R605 742 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Language Practice/ Linguistics/ Translation and Interpreting Studies/ BA /BEd with a major in isiXhosa; 2-3 years relevant experience with at least 2 years as a Language Practitioner in a terminological or lexicographical environment; Knowledge of Public Service Regulations; Knowledge of terminological and lexicographical principles; Knowledge of relevant prescripts and Regulations; Knowledge and understanding of Language policies and procedures; Knowledge of Terminology Management System; Strong editing, proofreading, and writing skills; Excellent command of at least two official languages (including English);

<u>DUTIES</u>	:	Project Management skills; advanced computer skills; Problem solving and Analysis; Presentation skills; Good Communication and interpersonal relations
	:	The purpose of the position is to ensure that a multilingual technical terminology service is rendered in the department through source text development; target text development; compilation of front and back matter; project management; stakeholder collaboration; development of national terminology policy and implementation; publication and dissemination of terminology lists; recording of minutes; translation-oriented terminography; conducting terminology research; management of the Terminology Management System (TMS); management of the National Terminology Register and the National Term Bank; conducting training on principles of terminology management and people management. Collaboration with other language stakeholders and continuous liaison with institutions and members of language communities; Supervise subordinates.
<u>ENQUIRIES</u>	:	Dr H Machaba Tel No: (012) 441 3251
<u>POST 34/104</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITING-SISWATI REF NO: DSAC-11/09/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Language Studies, Linguistics, Translation and Interpreting Studies majoring in the relevant language and/or translation, or relevant language qualification; 2-3 years relevant experience at least 2 years as a Language Practitioner in the translating environment; Knowledge of Public Service Regulations; Knowledge and understanding of relevant language policies and prescripts; Knowledge of translation/editing/language administration; Excellent command of at least two official languages including English; Strong editing, proofreading, and writing skills; Good communication interpersonal relations; Ability to translate and edit text electronically.
<u>DUTIES</u>	:	The purpose of this position is to promote access to information by providing translation and editing services; Translating official documents from English into Siswati and vice versa; Receive and review official documents for translation requirements; Study, analyse and excerpt problematic terms from source documents; Translate documents from English into Siswati; Translate documents from Siswati into English; Consult with subject matter experts or language specialists when necessary; Editing, checking and proofreading official documents translated into Siswati; Editing official documents written in Siswati; Checking and verifying the accuracy of edited documents; Proofreading final versions of official documents translated into Siswati; Ensuring quality and consistency in all translated and edited materials; Performing quality checks on all documents before final approval; Conduct research and develop terminology terms; Conduct research and consultation on translation issues; Review and revise existing terminology for clarity and accuracy–Coin and record new terms; Provide administrative support and liaison service; Archiving all translated and edited documents electronically; Reporting on progress; Liaise with stakeholders; Carry out tasks as requested by the supervisor; Assist and give advice to clients on language matters; Supervision of subordinates–Supervise translation activities of subordinates.
<u>ENQUIRIES</u>	:	Ms M Gaffane Tel No: (012) 441 3256
<u>POST 34/105</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY POLICY AND INSTITUTIONS REF NO: DSAC-12/09/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum Three-year Degree/National Diploma (NQF level 6) / Degree (NQF Level 7) as recognised by SAQA in Library and Information Science/ Information Studies or any relevant qualification; 2-3 years relevant experience at least 2 years at a librarian level in Library information services, information management, public sector coordination, administration or any relevant environment; Registration with Library and Information Association of South Africa (LIASA); Valid driver's license; Knowledge of Public Service

DUTIES

Regulations; Knowledge of Library and Information Services (LIS) legislation, policies, and strategic frameworks; Knowledge and understanding of the Legal Deposit Act; Knowledge and understanding of conditional grant frameworks and grant administration; Knowledge and understanding of Public Finance Management legislation and Treasury Regulations; Knowledge and understanding of Records and information management; Research and analytical skills; Client Orientation and Customer Focus; Presentation skills; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills; Ability to work under pressure.

: The purpose of this position is to administer the Legal Deposit Committee, LIS policy matters, adhoc grants to LIS and related institutions; Administer legal deposit matters relating to the Legal Deposit Committee-Coordinate the reconstitution of the Legal Deposit Committee; Coordinate and administer meetings of committee; Prepare agendas, minutes, submissions and meeting documentation; Coordinate travel, accommodation and payment of travel and subsistence claims for committee members; Liaise with committee members and monitor implementation of resolutions; Monitor and administer budget allocated to Committee matters; Prepare official correspondence, submissions and reports relating to the Committee matters; Monitor compliance with the Legal Deposit Act and other applicable legislations; Coordinate and administer adhoc grant for national LIS and related institutions and community library conditional grant-Administer ad hoc grants and funding agreements, including Memoranda of Agreement (MoAs) to beneficiaries/institutions (SALB, LIASA, etc.); Facilitate the transfer payments to institutions and beneficiaries; Analyse implementation reports and prepare recommendations for approval; Coordinate engagements with relevant beneficiaries and stakeholders; Prepare presentations and briefing documents for management and stakeholder engagements; Coordinate administrative processes relating to the community library conditional grant; Collect, verify and consolidate programme performance and expenditure on projects and report writing; Assist with monitoring and conduct visits to conditional grant projects; Prepare responses to enquiries relating to the conditional grant; Coordinate the development of policies and research on library information services-Conduct research on library and information services policy matters and emerging issues; Coordinate policy reviews and implementation of relevant legislative frameworks; Support investigations into specialised policy areas, including Legal Deposit, Braille services, copyright and preservation; Coordinate workshops, stakeholder consultations and policy engagements; Update and maintain information relating to LIS policies and programmes on departmental platforms; Manage administrative support within the Directorate-Coordinate records and document management in accordance with departmental policies; Maintain the Directorate file plan and ensure proper record keeping; Supervise and provide guidance to administrative support staff; Monitor compliance with records management requirements; Ensure efficient administrative support to the Directorate.

ENQUIRIES

: Ms R Phasha Tel No: (012) 441 3321

POST 34/106

: **ASSISTANT DIRECTOR: HERALDIC ARTISTRY REF NO: DSAC-13/09/2026**

**SALARY
CENTRE**

: R487 197 per annum (Level 09)
: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree NQF level 7) as recognised by SAQA in Graphic Design/ Fine Arts/ Visual Arts/ Multimedia Design or any relevant qualification; 2-3 years relevant experience at least 2 years as a graphic designer in conceptualising, designing and producing corporate identity and heraldic artwork or any relevant graphic environment; Knowledge of Public Service Regulations; Knowledge of relevant legislation, policies and procedures applicable to the Bureau of Heraldry; Knowledge graphic design and art; Knowledge of illustration and graphic design techniques; Knowledge of calligraphy and typography; Knowledge of colour theory, composition and visual communication; Knowledge of printing and publishing processes; Ability to work under pressure; Knowledge of digital illustration software and graphic design applications; Knowledge of copyright, intellectual property and design ethics; Knowledge of records management practices; Research and analytical skills; Planning and Organising skills;

DUTIES

Strategic thinking and Problem-solving skills; Presentation skills; Good Communication and Interpersonal relations; Computer Literacy; Analytical skills.

: The purpose of this post is to design, paint and register personal and institutional heraldic artworks for clients of the Bureau; Design and develop heraldic artwork-Design and illustrate all heraldic symbols; Develop creative concepts and layouts for publications and materials; Prepare original heraldic artwork using traditional and digital illustration techniques; Draft designs manually and electronically in accordance with heraldic principles; Consult with clients to determine design requirements and symbolism; Produce final approved designs for registration; Ensure all designs accurately reflect heraldic symbolism and artistic quality; Maintain consistency in the application of heraldic colours, charges, shields and other design elements; Produce heraldic certificates and register artwork-Paint heraldic certificates to the required artistic and quality standards; Produce register drawings for inclusion in the South African Heraldic Register; Duplicate approved artwork for official registers and archival purposes; Prepare artwork for printing, reproduction and publication; Ensure all artwork is complete, accurate and free from defects before registration; Maintain the quality and consistency of all painted certificates and register drawings; Archive completed artwork and registered drawings in accordance with prescribed procedures; Support the production of replacement and duplicate certificates where required; Prepare heraldic calligraphy and registration documentation-Produce handwritten and digital calligraphy for heraldic certificates and registers; Write blazons accurately in accordance with heraldic terminology and conventions; Apply appropriate lettering styles to complement heraldic artwork; Ensure all lettering is correctly aligned, centered and professionally presented; Complete certificates with approved calligraphic inscriptions; Verify the accuracy of names, descriptions and heraldic terminology before finalization; Prepare documentation required to support the registration of heraldic representations; Maintain high standards of presentation in all calligraphic work; Ensure heraldic compliance and quality assurance-Compare proposed designs against existing heraldic registers and publications to prevent duplication; Verify that all designs comply with heraldic legislation, policies and standards; Conduct quality assurance reviews of artwork before approval and registration; Recommend amendments where designs do not comply with heraldic requirements; Provide technical advice on heraldic design principles to clients and stakeholders; Maintain consistency and integrity of the South African Heraldic Register; Provide administrative support services within the sub directorate-Participate in exhibitions and heraldic designs awareness campaigns; Liaise with printers, designers, photographers and other service providers to coordinate production; Monitor the quality of printed and published material to ensure compliance with approved standards; Conduct research and provide technical advice to support graphic design and publication projects; Conduct research on heraldic symbols, traditions, history and international practices; Prepare reports and maintain records relating to design projects; Assist with budgeting and procurement processes where required.

ENQUIRIES

: Mr M Mothiba Tel No: (012) 441 3229

POST 34/107

: **ASSISTANT DIRECTOR: EXPENDITURE AND TRANSFERS REF NO: DSAC-14/09/2026**

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate/Grade 12 Certificate or equivalent qualification; minimum three-year National Diploma (NQF level 6) or Degree (NQF level 7), as recognised by SAQA, in Financial Management, Management Accounting, Cost and Management Accounting, Accounting or any relevant financial accounting qualification; 2–3 years' relevant experience, including at least 2 years as a State Accountant or Financial Officer in processing and authorising payments, reconciliations or any financial expenditure management and transfers environment; BAS and LOGIS certificates will be an added advantage; Knowledge of Public Service Regulations; Knowledge of Public Finance Management Act; Knowledge of National Treasury Regulations, instruction notes and financial systems; Knowledge of accounting principles, financial reporting, norms and standards; Knowledge of Basic Accounting System (BAS) and Logistical Information

		System (LOGIS); Knowledge and understanding of relevant policies and prescripts; Planning and Organising skills; Strategic thinking and Problem-solving skills; Presentation skills; Good Communication and Interpersonal relations; Computer Literacy; Analytical skills; Team player; Ability to work under pressure.
<u>DUTIES</u>	:	The purpose of this post is to monitor and authorise financial transactions and payment processes within the Department; Check compliance with payment procedures and controls; Validate supporting documents for correctness, completeness and accuracy; Identify and correct errors before payment approval; Verify and authorise payments on BAS and LOGIS; Monitor LOGIS and sundry payment processes; Maintain accurate payment records; Process payments to beneficiaries, public entities and provinces; Ensure compliance with PFMA, National Treasury regulations ,procedures and policies; Resolve and follow up on payment queries and discrepancies; Ensure payments of invoices are processed within 30 days as prescribed by National Treasury regulations; Monitor and reconcile suspense accounts including GCIS and disbursement reports; Request various BAS reports; Check and monitor journal processes; Monitor and review payment transactions for accuracy; Provide advice and guidance on payment processes; Supervise subordinates; Ensure training and development of subordinates; Facilitate the performance management of subordinates; Prepare financial reports, reconciliations and audit information relating to expenditure and transfers; Monitor proper filing for record and audit purposes.
<u>ENQUIRIES</u>	:	Mr S Makwarela Tel No: (012) 441 3581
<u>POST 34/108</u>	:	<u>ASSISTANT DIRECTOR: BILATERAL RELATIONS REF NO: DSAC-15/09/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Minimum three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in International Relations/ Political Science/ / International Law/ Diplomatic studies or any relevant qualification; 2-3 years relevant experience at least 2 years as an Officer in international relations, diplomacy, bilateral cooperation, intergovernmental relations, or any relevant environment; Knowledge of Public Service Regulations; Knowledge and understanding of international relations and diplomacy; Knowledge and understanding of Bilateral and multilateral cooperation processes and protocols; Knowledge of government policies and international cooperation frameworks; Research and policy analysis; Stakeholder and relationship management; Project and programme coordination; Negotiation and facilitation skills; Planning and organising skills; Communication and interpersonal relations; Computer literacy; Ability to work under pressure; Ability to Interact with other officials from other countries; Adapts to changing demands and conditions; Diplomacy, tact, and cultural sensitivity.
<u>DUTIES</u>	:	The purpose of this post is to facilitate and strengthen bilateral cooperation programmes and agreements with partner countries in support of the departmental priorities; Facilitate the implementation of bilateral agreements to strengthen cooperation and achieve tangible outcomes-Coordinate and facilitate bilateral engagements, including preparatory meetings and follow-ups with designated partner countries; Maintain relationships with foreign governments, embassies, commissions, and international partners; Negotiate, draft, conclude, and renew bilateral agreements and cooperation frameworks; Implement and coordinate agreements, programmes, and action plans; Ensure alignment of bilateral agreements with national cultural diplomacy and international relations frameworks; Monitor and track bilateral engagements and programme delivery status; Enhance and strengthen bilateral cooperation in sport, arts, culture and heritage to advance South Africans interest and cultural diplomacy-Facilitate implementation of signed agreements, Memorandum of Understanding (MoU), and action plans; Monitor, evaluate, and report on progress against bilateral commitments and deliverables; Provide technical and administrative support during negotiations and review processes; Maintain a centralised database and records system for all international agreements and cooperation instruments; Ensure compliance with approved protocols, governance frameworks, and international obligations; Prepare implementation progress reports and updates for relevant

stakeholders; Strengthen and maintain cordial relations between the Department and its bilateral partners-Coordinate the preparation of official documentation, including Ministerial submissions, DG submissions, briefing notes, reports, and correspondence; Facilitate internal coordination between branches and line function managers to ensure policy and operational alignment; Engage with relevant stakeholders; Coordinate participation of departmental officials and cultural practitioners in international programmes; Facilitate international travel arrangements; Assist with intergovernmental and multilateral coordination; Maintain stakeholder engagement records and communication logs; Conduct research, policy analysis, and international scanning-Conduct research on international trends, cultural diplomacy practices, and policy developments; Analyse political, economic, social, and sector-specific developments affecting bilateral relations; Prepare country profiles, policy briefs, and strategic analyses; Identify opportunities for international collaboration and partnerships; Benchmark departmental programmes against international best practice; Provide evidence-based input for negotiation and strategic decision-making; Manage international events, delegations, and protocol processes-Coordinate bilateral meetings, official visits, conferences, workshops, cultural exchanges, and international forums; Organise and facilitate incoming and outgoing international delegations; Manage logistical and programme arrangements for official visits; Support protocol and diplomatic engagement processes; Liaise with protocol units, DIRCO, embassies, and hosting institutions to ensure seamless execution of engagements; Compile post-event reports and evaluation summaries.

ENQUIRIES

:

Mr J Mogashoa Tel No: (012) 441 3095

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.



<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	05 October 2026
<u>NOTE</u>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be selected. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional but will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. All shortlisted candidates, including SMS, shall undertake 2 pre-entry assessments. One will be a practical exercise and the other will be an Integrity (Ethical Conduct Assessment). Both technical assessments will be additional criterion to the interview process. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS positions is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

OTHER POSTS

<u>POST 34/109</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION</u> <u>REF NO: 01/09/26HO (X2 POSTS)</u> Term: 24 Months Fixed Term Contract
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Management Services/ Business Management/ Organisational Development/ Human Resources Management. Training in Job Design and evaluation, Work study measurement and method study, Structure Design and Service Delivery Model. Certificate in Job Evaluation by NSG. 3-4 years' experience in Human Resources Management/ Strategic Management/ Organisational Design environment. A hard worker who is strategic and forward thinking, influencing, interpersonal, communication, report writing, analytical thinking, complex problem solving, leadership, political and organisational alertness skills. Knowledge of organisational development and design, work study, job design and job evaluation, business process management and improvement and applicable regulatory frameworks. Knowledge on how to deal with resistance to change. Knowledge of how organisations function internally to be effective. A confident, curious and adaptable worker with the ability to prioritise work activities.

<u>DUTIES</u>	:	Develop and review organisational and functional structures. Develop and review job descriptions. Conduct job evaluation. Conduct work study investigations. Coordinate organisational functionality assessment (OFA) projects. Coordinate the development and review of service delivery model. Conduct mapping and project planning.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 34/110</u>	:	<u>ORGANISATIONAL DEVELOPMENT & JOB EVALUATION OFFICER REF NO: 02/09/26HO (X4 POSTS)</u> Term: 24 Months Fixed Term Contract
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Management Services/ Business Management/ Operational Management/ Public Management/ Strategic Management/ Organisational Development/ Human Resources Management. Training in Job Design and evaluation, Work study measurement and method study, Business Process Management and Service Delivery Model. Certificate in Job Evaluation by NSG. 1-2 years' experience in Organisational Design and job evaluation environment. Basic knowledge of applicable prescripts and public sector. Ability to pay attention to detail. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Coordinate the administration of Job Evaluation Committee (JEC), Business Process and Organisational Design meetings. Record meeting proceedings and monitor the implementation of resolutions and action items. Maintain accurate records, databases and filing systems for OD&JE documentation. Coordinate the receipt, registration, tracking and filing of Job Evaluation and Organisational Design requests. Facilitate business process review requests and activities. Facilitate work study requests and assessments. Collect and consolidate information required for organisational assessments.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161

DEPARTMENT OF TRANSPORT

<u>APPLICATIONS</u>	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria or email to: graduate internship: graduateinternship@dot.gov.za and Work Integrated Learning: studentinternship@dot.gov.za ; Public Transport graduate internship Publictransportinterns@dot.gov.za
<u>CLOSING DATE</u>	:	09 October 2026
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department website, stating the post and Reference No. one is applying for as well as a comprehensive Curriculum Vitae. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Note: Applicants must meet the following requirements: satisfied the academic requirements for the advertised field of study/discipline must be submitted to only shortlisted candidates during the interview process. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified. Applicants found to have participated on an internship programme in other government Departments or State Entities will be terminated.
		ERRATUM: Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 33 of 2026 dated 11 September 2026, Deputy Director-General: State-Owned Companies (Soc), Governance and Performance (GAP) Ref No: DOT/HRM/2026/32, Deputy Director-General: Road Transport Ref No: DOT/HRM/2026/33 and Chief Director: Driving Licence Card Account Ref No: HRM/2026/34 with incorrect e-recruitment email address. Please note the correct e-recruitment address is erecruit.transport.gov.za . Furthermore, the closing date is on Friday, 9 October 2026. The information related to each post can be found on the department website (www.transport.gov.za) and DPSA (www.dpsa.gov.za) The Department of Transport apologies for any inconvenience caused.

INTERNSHIP PROGRAMME 2027/2029

OTHER POSTS

<u>POST 34/111</u>	:	<u>ADMINISTRATION INTERNS REF NO: DOT/GRAD/2026/01 (X2 POSTS)</u> Branch: Office of the Ministry (24 Months)
<u>STIPEND</u>	:	R8 174,75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Public Administration/Political Science/ International Relations/ Public Affairs or Management
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/112</u>	:	<u>INTERNAL CONTROL AND COMPLIANCE INTERN REF NO: DOT/GRAD/2026/02 (X1 POST)</u> Branch: Office of the Director-General (24 Months)
<u>STIPEND</u>	:	R8 174,75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma / Bachelor's degree in Financial Accounting / Accounting/ Internal Auditing
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/113</u>	:	<u>STRATEGIC PLANNING & MONITORING AND CLUSTER COORDINATORS</u> <u>INTERN REF NO.: DOT/GRAD/2026/03 (X1 POST)</u> Branch: Office of the Director-General (24 Months)
<u>STIPEND</u>	:	R8 174,75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Degree/ National Diploma in Public Management/ Administration/ Strategic Planning/ Management/ Monitoring and Evaluation
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/114</u>	:	<u>CORPORATE LEGAL INTERN REF NO: DOT/GRAD/2026/04 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12/ LLB/ BA Law/ Postgraduate degree in Law
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/115</u>	:	<u>BUSINESS INTELLIGENCE (DATABASE ADMINISTRATION) INTERN REF NO: DOT/GRAD/2026/06 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma/ Bachelor's Degree in Information Technology / Computer Science / Informatics/ postgraduate qualification in Computer Science/Information Technology
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/116</u>	:	<u>IT INFRASTRUCTURE INTERN REF NO: DOT/GRAD/2026/07 (X1 POST)</u> Branch: Corporate Services (24 months)
<u>STIPEND</u>	:	R8 174,75 according to qualifications of each intern. The higher the qualification, the higher the stipend.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma/ Bachelor's Degree in Information Technology/ Computer Science/ Informatics/ postgraduate qualification in Computer Science/ Information Technology
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela 012 309 3383 or Ms. Stephlyn Groep 012 309 3737
<u>POST 34/117</u>	:	<u>BUSINESS SYSTEMS (WEB DEVELOPMENT) INTERN: REF NO: DOT/GRAD/2026/08 (X1 POST)</u> Branch: Corporate Services (24 months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma/ Bachelor's Degree in Information Technology/ Computer Science/ Informatics/ postgraduate qualification in Computer Science/ Information Technology
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/118</u>	:	<u>LABOUR RELATIONS INTERN REF NO: DOT/GRAD/2026/09 (X1 POST)</u> Branch: Corporate Services (24 months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma / Bachelor's Degree in Human Resource Management, Labour Relations / Labour Law / Industrial Relations / relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/119</u>	:	<u>HUMAN RESOURCE RECRUITMENT AND SELECTION INTERN REF NO: DOT/GRAD/2026/10 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma, Advanced Diploma, Bachelor's Degree in Human Resource Management / Industrial Psychology and relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/120</u>	:	<u>HUMAN RESOURCE ADMINISTRATION INTERN REF NO: DOT/GRAD/2026/11 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma, Advanced Diploma, Bachelor's Degree in Human Resource Management/ Industrial Psychology and relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela 012 309 3383 or Ms. Stephlyn Groep 012 309 3737
<u>POST 34/121</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS (SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT) INTERN REF NO: DOT/GRAD/2026/12 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma / Bachelor Degree in Safety Management / Environmental Health/ Social Work / Psychology
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/122</u>	:	<u>ORGANISATIONAL DEVELOPMENT INTERN REF NO: DOT/GRAD/2026/13 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma / Bachelor's degree in Management Services / Operations Management/ Industrial Engineering/ Industrial Psychology.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/123</u>	:	<u>CHANGE MANAGEMENT INTERN REF NO: DOT/GRAD/2026/14 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma / Bachelor's degree in Management Services / Operations Management/ Industrial Engineering/ Industrial Psychology/ Human Resource Management.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/124</u>	:	<u>GEOGRAPHIC INFORMATION SYSTEMS INTERN REF NO: DOT/GRAD/2026/15 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma / Bachelor's Degree in Geographic Information Systems / Geography / Cartography / Geomatics or a related field.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/125</u>	:	<u>TRAVEL SERVICES INTERN REF NO: DOT/GRAD/2026/16 (X1 POST)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma / Bachelor's Degree in Public Administration / Public Management, Procurement, Supply Chain Management, Finance or Tourism.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/126</u>	:	<u>FACILITIES MANAGEMENT INTERN REF NO: DOT/GRAD/2026/17</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor degree in Public Administration / Management/ Financial Management / Supply Chain Management.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/127</u>	:	<u>ENVIRONMENTAL COORDINATION INTERN REF NO: DOT/GRAD/2026/18</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma / Bachelor's Degree in Environmental Management / Environmental Science / Town Planning or a transport-related field.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/128</u>	:	<u>HUMAN RESOURCE DEVELOPMENT AND PMDS INTERN REF NO: DOT/GRAD/2026/19 (X4 POSTS)</u> Branch: Corporate Services (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office)
<u>ENQUIRIES</u>	:	National Diploma or Bachelor's Degree in Human Resource Management, Human Resource Development or Industrial Psychology. Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/129</u>	:	<u>FINANCIAL ADMINISTRATION INTERN REF NO: DOT/GRAD/2026/20 (X1 POST)</u> Branch: Chief Financial Officer (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office)
<u>ENQUIRIES</u>	:	National Diploma, Advanced Diploma/ Bachelor's Degree in Financial Management/ Accounting/ Public Finance/ Cost and Management Accounting. Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/130</u>	:	<u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: DOT/GRAD/2026/21 (X2 POSTS)</u> Branch: Chief Financial Officer (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office)
<u>ENQUIRIES</u>	:	National Diploma/ Bachelor's Degree in Supply Chain Management/ Logistics/ Procurement Management/ Supply Chain Management and Logistics/ relevant postgraduate qualifications Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/131</u>	:	<u>ROAD TRANSPORT RESEARCH, POLICY, STANDARDS AND GUIDELINES INTERN REF NO: DOT/GRAD/2026/22 (X1 POST)</u> Branch: Road Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office)
<u>ENQUIRIES</u>	:	A National Diploma in Civil Engineering. Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/132</u>	:	<u>ROAD SAFETY INTERN REF NO: DOT/GRAD/2026/23 (X1 POST)</u> Branch: Road Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office)
<u>ENQUIRIES</u>	:	National Diploma/ Bachelor's Degree in Road Traffic Safety Management/ Traffic Policing/ Civil Engineering/ Transport Management/ Transport Planning/ Data Analytics/ relevant postgraduate qualifications. Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/133</u>	:	<u>ROAD ACCIDENT AND INCIDENT INVESTIGATION INTERN REF NO: DOT/GRAD/2026/24 (X1 POST)</u> Branch: Road Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's Degree in Civil Engineering/ Mechanical Engineering/ Road Crash Investigation.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/134</u>	:	<u>MARITIME SECURITY INTERN REF NO: DOT/GRAD/2026/25 (X1 POST)</u> Branch: Maritime Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Maritime Security Management/ Maritime Studies/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/135</u>	:	<u>MARITIME INDUSTRY DEVELOPMENT INTERN REF NO: DOT/GRAD/2026/26 (X1 POST)</u> Branch: Maritime Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Maritime Studies/ Shipping and Logistics/ Transport Management/ Transport Logistics/ Transport Economics/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/136</u>	:	<u>AVIATION MULTILATERAL AFFAIRS INTERN REF NO: DOT/GRAD/2026/27 (X1 POST)</u> Branch: Civil Aviation (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Air Transport Management/ Transport Management/ Transport Logistics/ Transport Economics/ Aeronautical Studies/ Flight Dispatch/ Aviation Management/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/137</u>	:	<u>AIR TRANSPORT INTERN REF NO: DOT/GRAD/2026/28 (X1 POST)</u> Branch: Civil Aviation (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Air Transport Management/ Transport Management/ Transport Logistics/ Transport Economics/ Aeronautical Studies/ Flight Dispatch/ Aviation Management/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/138</u>	:	<u>AVIATION INDUSTRY DEVELOPMENT AND AIRFREIGHT INTERN REF NO: DOT/GRAD/2026/29 (X1 POST)</u> Branch: Civil Aviation (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Air Transport Management/ Transport Management/ Transport Logistics/ Transport Economics/ Aeronautical Studies/ Flight Dispatch/ Aviation Management/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/139</u>	:	<u>PUBLIC TRANSPORT NETWORK DEVELOPMENT INTERN REF NO: DOT/GRAD/2026/30 (X1 POST)</u> Branch: Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management/ Transport Economics/ Transport and Logistics/
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/140</u>	:	<u>PUBLIC TRANSPORT NETWORK DEVELOPMENT INTERN REF NO: DOT/GRAD/2026/31 (X1 POST)</u> Branch: Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management/ Transport Economics/ Transport and Logistics/
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/141</u>	:	<u>RAIL INFRASTRUCTURE AND INDUSTRY DEVELOPMENT INTERN REF NO: DOT/GRAD/2026/32 (X1 POST)</u> Branch: Rail Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management/ Transport Economics/ Transport and Logistics/
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/142</u>	:	<u>RAIL SERVICE DELIVERY INTERN: RAIL OPERATIONS REF NO: DOT/GRAD/2026/33 (X1 POST)</u> Branch: Rail Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management/ Transport Economics/ Engineering/ Transport and Logistics/ relevant Postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/143</u>	:	<u>RAIL SAFETY REGULATION INTERN REF NO: DOT/GRAD/2026/34 (X1 POST)</u> Branch: Rail Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management/ Transport Economics/ Transport and Logistics/ Engineering/ Law/LLB/ relevant Postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/144</u>	:	<u>RAIL POLICY AND STRATEGIC DEVELOPMENT INTERN REF NO: DOT/GRAD/2026/35 (X1 POST)</u> Branch: Rail Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management/ Transport Economics/ Transport and Logistics/ Engineering/ Town & Regional Planning relevant Postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/145</u>	:	<u>MODELLING AND MACROECONOMIC ANALYSIS INTERN REF NO: DOT/GRAD/2026/36 (X1 POST)</u> Branch: Integrated Transport Planning (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Economics/ Econometrics/ Statistics/ Transport Economics/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/146</u>	:	<u>FREIGHT LOGISTICS INTERN REF NO: DOT/GRAD/2026/37 (X1 POST)</u> Branch: Integrated Transport Planning (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management, Transport Economics/ Logistics/ Transport & Logistics Management/ Data Analysis/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/147</u>	:	<u>BLACK ECONOMIC EMPOWERMENT INTERN REF NO: DOT/GRAD/2026/38 (X1 POST)</u> Branch: Integrated Transport Planning (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office) National Diploma/ Bachelor's degree in Transport Management, Economics, Business Administration, Law, Logistics, or Transport and Logistics Management.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/148</u>	:	<u>PUBLIC ENTITY FINANCE INTERN REF NO: DOT/GRAD/2026/39 (X1 POST)</u> Branch: Soc-Gap (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Financial Management/ Public Finance/Economics/ Accounting/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/149</u>	:	<u>GOVERNANCE INTERN REF NO: DOT/GRAD/2026/41 (X1 POST)</u> Branch: Soc-Gap (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Accounting/ Investment Management/ Financial Management/ Financial Accounting/
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/150</u>	:	<u>PUBLIC TRANSPORT IN MUNICIPALITY AND PROVINCES TOWN PLANNING LIMPOPO REF. NO. GRAD/2027/1 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/151</u>	:	<u>TOWN PLANNING EASTERN CAPE REF. NO. 2027/2 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/152</u>	:	<u>TOWN PLANNING GAUTENG REF. NO. GRAD 2027/3 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994

<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/153</u>	:	<u>TOWN PLANNING WESTERN CAPE REF NO: GRAD2027/4 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/154</u>	:	<u>TOWN PLANNING NORTHERN CAPE REF. NO. GRAD 2027/5 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/155</u>	:	<u>TOWN PLANNING MPUMALANGA (REF. NO. GRAD 2027/6 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/156</u>	:	<u>TOWN PLANNING NORTH WEST (REF. GRAD 2027/7 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/157</u>	:	<u>TOWN PLANNING FREE STATE REF. NO. GRAD 2027/8 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)

<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/158</u>	:	<u>TOWN PLANNING KWAZULU-NATAL REF NO: GRAD 2027/9 (X2 POSTS)</u> Public Transport (24 Months)
<u>STIPEND</u>	:	R8 174,75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Transport Economics/ Transport Planning/ Transport Engineering/Civil Engineering/ Town and Regional Planning/ relevant postgraduate qualifications
<u>ENQUIRIES</u>	:	Ms. Jennifer Dikgale Tel No: (012) 309 3972 or Mr. Avhatuwi Lithole Tel No: (012) 309 3994
<u>APPLICATIONS</u>	:	Email: Publictransportinterns@dot.gov.za
<u>POST 34/159</u>	:	<u>WORK INTEGRATED LEARNING: ADMINISTRATION REF NO: DOT/WIL/2026/1 (X4 POSTS)</u> Branch: Office of the DG (18 Months)
<u>STIPEND</u>	:	R6 131,per annum
<u>REQUIREMENTS</u>	:	N6 Certificate in Office Administration/ Public Management/ Administration/ Public Administration/ Business Management.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/160</u>	:	<u>WORK INTEGRATED LEARNING TRAINEE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO DOT/WIL/2026/2 (X5 POSTS)</u> Human Resources Management and Development (18 Months)
<u>STIPEND</u>	:	R6 131,00 per month
<u>REQUIREMENTS</u>	:	N6 Certificate in Human Resource Management/ Personnel Management
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/161</u>	:	<u>WORK INTEGRATED LEARNING TRAINEE: LEGAL SERVICES REF NO: DOT/WIL/2026/3 (X1 POST)</u> Branch: Corporate Legal Services (18 Months)
<u>STIPEND</u>	:	R6 131,00 per month
<u>REQUIREMENTS</u>	:	N6 Certificate in Legal Services or Legal Practice.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737
<u>POST 34/162</u>	:	<u>WORK INTEGRATED LEARNING TRAINEE: FINANCIAL ADMINISTRATION REF NO: DOT/WIL/2026/4 (X2 POSTS)</u> Branch: Chief Financial Officer (18 Months)
<u>STIPEND</u>	:	R6 131,00 per month
<u>REQUIREMENTS</u>	:	N6 Certificate in Financial Administration/ Financial Management.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

<u>POST 34/163</u>	:	<u>WORK INTEGRATED LEARNING TRAINEE: ADMINISTRATION REF NO: DOT/WIL/2026/5 (X2 POST)</u> Branch: Chief Financial Officer (18 Months)
<u>STIPEND</u>	:	R6 131,00 per month
<u>REQUIREMENTS</u>	:	N6 Certificate in Financial Administration/ Financial Management.
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela 012 309 3383 or Ms. Stephlyn Groep 012 309 3737
<u>POST 34/164</u>	:	<u>WORK INTEGRATED LEARNING TRAINEE: MARITIME TRANSPORT ADMINISTRATIVE SUPPORT REF NO: DOT/WIL/2026/6 (X1 POST)</u> Branch: Maritime (18 Months)
<u>STIPEND</u>	:	R6 131,00
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/ Public Administration/ Business Management
<u>ENQUIRIES</u>	:	Ms. Maria Mabitsela Tel No: (012) 309 3383 or Ms. Stephlyn Groep Tel No: (012) 309 3737

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 retrospectivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



APPLICATIONS
CLOSING DATE
NOTE

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

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

MANAGEMENT ECHELON

<u>POST 34/165</u>	:	<u>DIRECTOR: POLICY COSTINGS REF NO: S013/2026</u> (Re-advertisement) Division: Tax And Financial Sector Policy (TFSP) Purpose: To provide analysis enabling the calculation of the revenue implications of tax proposals, review tax policies, and support the development and release of key tax publications.
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Statistics or Mathematics or Accounting or Taxation. 5 years of experience at a middle/senior managerial level obtained in tax or public policy research and tax policy analysis and formulation. Knowledge and experience of the broader policy framework on tax revenue and related processes required to formulate the fiscal framework for the annual Budget and Medium-Term Budget Policy Statement. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment.
<u>DUTIES</u>	:	Develop microsimulation models for corporate income tax (CIT), personal income tax (PIT) and value-added tax (VAT): Develop excel-based micro simulation models to simulate policy options for Personal Income Tax, Corporate Income Tax, and Value Added Tax. Perform regular updating of the micro-simulation models. Use microsimulation models to estimate the revenue and distributional impacts of proposed policy interventions. Annual tax incentive reviews: Assist policy directorates with data and methodological requirements to perform tax incentive reviews, including sourcing relevant data and implementing methodologies to enable the quantitative and qualitative review of tax incentives. Engage the South African Revenue Service (SARS) to source and ensure the accuracy and integrity of tax administrative data enabling the review of tax incentives. Produce descriptive statistics of the tax administrative to enable policy analysis and review. Publish statistical tables and graphs for tax incentive review documents. Preparation, publication and development of tax expenditure statement and annual tax review (Tax Statistics publication): Assist with compiling the annual tax review and ensure accuracy and integrity of data. Coordinate inputs from the Tax Policy unit into the publication. Provide inputs to the South African Revenue Service (SARS) with the compiling of tables and graphs on tax revenue statistical data. Conduct research on international tax expenditure reporting and methodological best practices to enhance South Africa's current reporting. Determine data requirements on tax expenditures in conjunction with SARS. Publish statistical tables and graphs for the tax expenditure statement in the annual Budget Review. Assist directorates with modelling of economic impact and revenue implications of different tax policy proposals: Provide analysis to estimate the revenue implications of specific tax proposals. Justify and motivate the quantification of economic impacts of various taxes. Produce analytical notes and presentations to illustrate the revenue and economic implications of different tax proposals.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

<u>POST 34/166</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE AND CLIMATE FINANCING REF NO: S011/2026</u> (Re-advertisement) Division: Assets And Liability Management (ALM) Purpose: To finance Government's gross borrowing requirement through raising funds for infrastructure and climate related projects. Contribute to the developments of the domestic debt market as well as sound Investor relations and broadening of the investor base.
<u>SALARY</u>	:	R1 101 468 per annum, (including benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (NQF 6) in Economics/ Finance/ Statistics/ Investment Management/ Mathematical Sciences, A Bachelor's Degree (NQF 7) in any of the above disciplines is added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in financial markets, development finance, and a policy environment. Knowledge and experience of research in quantitative and qualitative methodologies. Knowledge and experience in market analysis and information for utilisation in the broader business. Knowledge and experience in dealing with various market and policy stakeholders.
<u>DUTIES</u>	:	Financing of Government's Gross- Borrowing requirements: Assist in development and implementation of a domestic and foreign borrowing strategy for the national government to finance infrastructure and climate related projects. Assist in negotiating, shortlisting and evaluation of financial offers from domestic and international investors in a cost-effective manner. Assist in the Initiation and management of the funding of annual gross borrowing requirements. Participate in the manage the Debt portfolio by diversify funding sources, smoothening maturity profile and funding cash requirements. Stakeholder Engagement: Assist in the development and implementation tools that will improve the investor base. Coordinate engagements with foreign and local policy makers in the infrastructure and climate finance space to better understand ongoing policy and regulatory reforms that will create an enabling environment for infrastructure and climate financing. Develop relationships with stakeholders like banks, domestic and foreign investors and engage lawyers on certain conditional requirements. Contribute to the developments of the domestic debt market as it relates to infrastructure and climate financing: Participate in Advisory Committees, climate finance committees, infrastructure platforms and Associations in Domestic Debt Market. Assist in the initiation of frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information. Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation. Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio. Perform Research on markets volatility: Assist in the initiation of research on capital markets pertaining to market volatility in the prudent management of debt. Perform research on local and international markets to stay abreast of developments impact on foreign debt management issues. Analyse and provide inputs to briefing notes and speeches.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 34/167</u>	:	<u>ASSISTANT DIRECTOR: PERSAL AND VULINDLELA OPERATIONS (IMS) REF NO: S106/2026</u> Division: Office of The Accountant-General (OAG) Purpose: To maintain, support and enhance transversal financial management systems, including PERSAL, Vulindlela, MIS and ad hoc reporting solutions, in line with applicable legislation, policies, standards and governance requirements. The role also supports system modernisation and related cost-recovery processes.
<u>SALARY</u>	:	R605 742 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (NQF 6) in Information Technology or Information Systems/Business Analysis. A Bachelor's degree (NQF 7) in any of the above disciplines is added advantage.

A Qualification in Project Management is added advantage. A minimum of 3 years' experience obtained in an application/system support or operations environment. Experience in transversal financial management systems operations and support processes (incident, problem, change and release management). Experience in Project Management (IT Systems Implementation). Knowledge and experience of the public-sector financial framework and end-user support in a multi-stakeholder environment. Experience in HR and Salary maintenance/reporting. Knowledge and experience of PERSAL and its operations.

DUTIES

: System Maintenance, Enhancement and Modernisation: Develop, maintain, configure and enhance PERSAL, Vulindlela, MIS, ad hoc reporting and related transversal financial management systems in line with approved procedures, standards, controls and business requirements. Analyse policy, business and user requirements and translate approved changes into functional specifications, configuration requirements, implementation actions and reporting requirements. Support maintenance, modernisation, patching, upgrade and enhancement initiatives across current and future financial management system platforms. Provide functional clarification and technical inputs to internal teams, consultants and service providers during design, development, configuration and implementation activities. System Configuration, Data Updates and Processing Controls: Create, amend, validate and maintain system codes, parameters, tables, calendars, workflows, salary notch codes, salary key scales, MIS classification codes and other configuration items. Coordinate approved bulk, programmatic and system-based updates across relevant systems, including payroll, salary adjustment, leave, package-structuring and reporting processes. Validate control totals, exception reports, adjustment schedules and system outputs to ensure accuracy, completeness and compliance before implementation or distribution. Investigate and resolve technical exceptions arising from configuration changes, programmatic updates, financial adjustments, interfaces and processing cycles. Testing, Quality Assurance and Implementation Readiness: Plan, coordinate and conduct testing and quality assurance for new functionality, enhancements, patches, upgrades, interfaces, reports and system maintenance activities. Validate that implemented functionality meets approved business, policy, technical and operational requirements prior to deployment. Support defect resolution, business readiness, stakeholder engagement, change and release activities and post-implementation validation. Prepare implementation communications, system messages, notices, technical outputs and deployment support material for affected users and stakeholders. Operations, Service Continuity, Access and Risk Control: Provide operational and functional support for transversal financial management systems in accordance with agreed service levels, governance processes and security requirements. Monitor service issues, incidents, service requests, system availability, processing risks, turnaround times and stakeholder feedback, and coordinate approved corrective and preventive actions. Support user access management, role/profile maintenance and access review processes in accordance with security and segregation-of-duties requirements. Apply approved system controls to prevent irregular, duplicate, unauthorised or non-compliant payments and transactions, including the processing of deceased-employee salary freezes and related exceptions. Reporting, Stakeholder Support, Governance and Documentation: Develop, maintain and enhance MIS, ad hoc reports and related reporting functionality to support operational, management, compliance and stakeholder information requirements. Liaise with departments, users, internal teams, policy owners, external institutions and service providers to identify, analyse and resolve system, reporting and operational issues. Ensure that system changes, reports, financial adjustments, support processes and stakeholder communications comply with approved policies, procedures, delegations, standards and controls. Maintain technical documentation, system rules, metadata, manuals, help functions, standard operating procedures, user guides, knowledge articles and control records.

ENQUIRIES

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

<u>POST 34/168</u>	:	<u>ASSISTANT DIRECTOR: PERSAL AND VULINDLELA OPERATIONS (EPP)</u> <u>REF NO: S107/2026</u> Division: Office of The Accountant-General (OAG) Purpose: To maintain, support and enable the modernisation of transversal financial management systems and related enabling technologies, including current and future platforms, in compliance with applicable legislation, policies, standards and procedures.
<u>SALARY</u>	:	R605 742 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (NQF Level 6) in Information Technology or Information Systems or Business Analysis. A Bachelor's Degree (NQF Level 7) in any of the above disciplines is added advantage; and A Qualification in Project Management is added advantage. A minimum of 3 years' experience obtained in an application or system support or operations environment. Experience in transversal financial management systems operations and support processes (incident, problem, change and release management). Experience in Project Management (IT Systems Implementation). Knowledge and experience of the public-sector financial framework and end-user support in a multi-stakeholder environment. Knowledge and experience of PERSAL and its operations.
<u>DUTIES</u>	:	Some key Outputs include: Financial Management Systems Development, Configuration, Maintenance and Enhancement: Maintain, configure and enhance PERSAL, Vulindlela and related transversal financial management systems in line with approved policies, procedures, standards and controls. Analyse policy, business and user requirements and translate approved changes into system specifications, functional requirements and technical implementation actions. Coordinate system design, development, configuration, testing, quality assurance, implementation and post-implementation support for new or enhanced system functionality. Support modernisation, patching, upgrades and integration activities by providing functional clarification, operational input and implementation support. Maintain technical documentation, system rules, control records, standard operating procedures, user guides and knowledge articles to support consistent service delivery. System Operations, Processing, Availability and Control Management: Provide operational and technical support for payroll, EFT, EDT, SCOA, reporting, leave, salary package structuring and related financial management system processes. Monitor system availability, peak-period readiness, processing schedules, pay dates, closing dates, disk-space requirements and recovery measures to support business continuity. Apply approved system controls to prevent irregular, duplicate, unauthorised or non-compliant payments and transactions, including deceased-employee salary controls and exception management. Support user access management, role and profile maintenance, access reviews and segregation-of-duties controls in line with security requirements. Monitor and report on service performance, incident trends, request volumes, turnaround times and operational risks to support continuous improvement. Change, Release, Testing and Modernisation Support: Coordinate change and release activities for enhancements, upgrades, patches, initiatives and new implementations in line with approved governance processes. Conduct and coordinate technical, functional, user-acceptance and post-implementation testing to confirm that implemented functionality meets approved requirements. Support feasibility assessments, planning, implementation readiness, defect resolution and stakeholder communication for approved system changes. Ensure requests are recorded, assessed, approved, prioritised and implemented in a controlled manner to protect system integrity and avoid duplication. Stakeholder Engagement, Client Support and Problem Resolution: Liaise with departments, internal teams, external institutions, service providers and forums to identify, analyse, prioritise and resolve system incidents, queries and service requests. Provide third-level support, technical guidance and expert input for escalated PERSAL and financial management system matters. Prepare and issue system notices, circulars, user messages, implementation communications, audit inputs and stakeholder updates relating to system changes and operations. Coordinate user forums, stakeholder engagements, intervention strategies and knowledge-sharing activities to strengthen user readiness and service continuity. Governance, Compliance, Contractor Support and

Knowledge Transfer: Support compliance with approved policies, regulations, delegations, standards, audit requirements, service levels and operational controls across system maintenance and support activities. Assist with policy research, analysis and alignment of system competencies with requirements from DPSA, Office of the Accountant-General, CPO and other relevant stakeholders. Support contractor deliverables by coordinating work allocation, SCC activities, timesheet and overtime recommendations, SLA monitoring and remedial actions where required. Facilitate documentation, knowledge transfer and collaboration between officials, consultants and service providers to strengthen internal capability and reduce dependency on external support. enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

ENQUIRIES

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DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za
<u>CLOSING DATE</u>	:	05 October 2026
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates 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 and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

<u>POST 34/169</u>	:	<u>ENGINEER PRODUCTION GRADE A - C: REF NO: 051026/01</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations: Northern Cape Dir: Water And Sanitation Services Support SD: Sanitation
<u>SALARY</u>	:	R914 517 - R1 376 199 per annum, (all-inclusive OSD salary package), (offer will be based on years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/BSc (Eng in Civil Engineering. Three (3) years post qualification engineering experience in the field of Water and Sanitation services. Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water and sanitation services engineering design and analysis, Environmental impact management, Water Services Development Planning, Supply chain management, contractual and legal requirements, business planning, Programme and project management. Change management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical conduct.

<u>DUTIES</u>	:	Provide water and sanitation planning support (i.e appraisal of water and sanitation technical report and business plans and prepare recommendations letters). Support municipalities in the planning, implementation and monitoring of water and sanitation services / projects through platforms / tools such as Excreta Flow Diagrams, Water Services Development Plans (WSDPs), participation in the Green Drop Program and undertaking site visits to verify progress. Attending technical Intergovernmental Relations meetings in the province. Ensure through evaluation that planning and design for sanitation services are done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Investigate Water Services Delivery complaints and compile mandatory reports. Provide technical support to the sanitation sub-directorate. Building capacity and mentoring young water services engineers/ analysts.
<u>ENQUIRIES</u>	:	Mr KI Kgarane Tel No: (053) 830 8800
<u>POST 34/170</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 051026/02</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations Northern Cape Sd: Water Services Infrastructure Development and Refurbishment Programmes
<u>SALARY</u>	:	R573 552 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years' post-qualification technical engineering experience in civil engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Proven experience in project and programme management. Sound technical design and analytical skills. Knowledge of computer-aided engineering applications, legal compliance, and contract management. Excellent technical report writing, problem-solving, decision-making, teamwork, creativity, and customer focus skills. Good verbal and written communication skills. Computer literacy. People management and budget management skills. Working knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and the Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Manage and monitor civil engineering processes within government water schemes and water user associations. Manage administrative and related functions. Monitor the implementation of capital- and operationally funded projects through site inspections, site meetings, and the compilation and submission of progress reports. Conduct condition assessments of infrastructure and ensure compliance with relevant standards and regulations, including dam safety regulations. Draft civil engineering project specifications and facilitate the implementation and contract management of civil engineering projects. Conduct research and development initiatives to support the effective management and maintenance of water infrastructure. Provide technical advice and support to ensure the sustainable operation of government water schemes and water user associations.
<u>ENQUIRIES</u>	:	Mr. J Roelofse, Tel No: (053) 830 8800
<u>POST 34/171</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 051026/03</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations: Northern Cape SD: Water Service Planning Support
<u>SALARY</u>	:	R573 552 per annum (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis,

	decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.
<u>DUTIES</u>	: Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.
<u>ENQUIRIES</u>	: Mr. K Kgarane Tel No: (053) 830 8800
<u>POST 34/172</u>	: <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 051026/04</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Supply Chain Management
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Kimberley
<u>REQUIREMENTS</u>	: A relevant tertiary qualification at NQF level 7 in Supply Chain Management / Finance. Three (3) years supervisory working experience in supply chain management, logistic and demand management. The disclosure of a valid unexpired driver's license. Excellent communication skills both written and verbal. Good planning and organizing skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003 and preferential procurement policy framework Act. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on Government Logistical System and LOGIS system. Excellent Interpersonal relation skills.
<u>DUTIES</u>	: Manage and supervise demand, acquisition, logistic and contract Management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of supply Chain demand process. Compile and consolidate the demand management plan. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Manage acquisition including BID administration. Assist in compilation of Terms of reference, Specifications and BID Documents. Provide secretariat support to the BID committees and provide the administrative duties during the tender/bid briefing sessions. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process:- Arrange and attend bid Evaluation committee meeting. Management of the bid processes and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Manage the process of sourcing of quotations Ensure the effective coordination and management of Logistical services. Manage and oversee the administration of requisitions, deliveries, inventory replenishments and ensure compliance with regulations. Ensure proper document control and documentations. Ensure that documents submitted to logistics for order creation are fully compliant with

		acquisition management prescripts. Implement and Oversee Risk and performance management strategies in the supply chain management unit. Manage Contracts. Administer the Contract Price adjustments, Variations, Legal Services Vetting process, Cancellation and project close off reconciliation. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Compilation /verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Manage and Supervise employees to ensure an effective supply chain management service and undertake all administrative functions required with regard to financial and human resources administration. Perform human resources and administrative activities relating to SCM including Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES</u>	:	Ms M Ramoshaba Tel No: (053) 830 8800
<u>POST 34/173</u>	:	<u>ASSISTANT DIRECTOR: SECURITY ADMINISTRATION REF NO: 051026/05</u> Branch: Corporate Support Services Dir: Security Management
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 (National Diploma) in Security Management, Five (3) years' experience as Senior Security Administration services environment. Valid Grade B PSIRA Certificate, The disclosure of a valid unexpired driver's licence a minimum of B Code, Knowledge of the access control procedures. Knowledge of prescribed security procedures and relevant acts (e.g. Minimum Physical Security Standard (MPSS), Minimum Information Security Standard (MISS), Protection of Information Act, etc) and Private Security Industry Regulation Authority (PSIRA), Public Finance Management Act (PFMA Act), Safety at Sports and Recreation Event Act (SAREA). Knowledge on the relevant emergency procedures. Knowledge of conflict management tools and methodologies. Understanding of programme and project management. Knowledge of financial management. People management and empowerment. Knowledge of information Security and its prescripts, Excellent communication (both verbal and written), computer, presentations, report writing and networking skills.
<u>DUTIES</u>	:	Ensure the implementation of security policies, procedures and standards. Facilitate the implementation of security operations strategy. Conduct Information Security Audit, inspections, information storage and Awareness., Coordinate security directorate budget, DMP and procurement. Coordinate operation procedures during departmental events. Facilitate and conduct security treat and risk assessments. Facilitate Security Awarenesses, Management of resources. Conduct departmental events according to SASREA (Administer event management security plans). Liaise with Law enforcement e.g SSA, SAPS, etc. Conduct Security Investigations. NB: Take note the position demand excessive travel.
<u>ENQUIRIES</u>	:	Mr M Buys Tel No: (012) 336 8321
<u>POST 34/174</u>	:	<u>SENIOR SECURITY ADMINISTRATION OFFICER REF NO: 051026/06</u> Branch: Corporate Support Services Dir: Security Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 (National Diploma) in Security Management, Three (3) years' experience as Security Supervisory services environment. A valid PSIRA Grade B Certificate, The disclosure of a valid unexpired driver's licence code B. Knowledge of the access control procedures. Knowledge of prescribed security procedures and relevant acts (e.g. Minimum Physical Security Standard (MPSS), Minimum Information Security Standard (MPSS), Protection of Information (Act) and Private Security Industry Regulatory Authority (PSIRA), Safety at Sports and Recreational Event Act (SAREA). Knowledge on the relevant emergency procedures. Understanding of programme and project management. Knowledge of financial management. People

		management and empowerment. Good communication skills (both verbal and written).
<u>DUTIES</u>	:	Coordinate the implementation processes and procedures. Conduct security audit, threats and risk assessments and inspections. Management of operational security including outsourced security services. Conduct security investigations on incidents and security breaches. Conduct Security Awarenesses, Render security administrative functions. Administer event management security plans. Management of resources. NB: Take note the position demand excessive travel.
<u>ENQUIRIES</u>	:	Mr M Buys Tel No: (012) 336 8321
<u>POST 34/175</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 051026/07</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resource Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in Administration /Public Management. Three (3) years' experience in administrative matters. Knowledge of administrative procedures. Knowledge of labour law and dispute resolution process. Basic financial management and knowledge of PFMA, knowledge of National Archive Act Computer literacy. Client orientation and customer focus. People and diversity management. Accountability and ethical conduct. Problem solving and analysis. Disclosure of a valid unexpired driver's license.
<u>DUTIES</u>	:	Provide administrative support to all personnel in the component. Implement and maintain administrative procedures. Analyse the components of business plan and procurement trends. Implement policies and engage suppliers for purchased materials. Develop and execute action plans for the section. Render financial administration to the component. Develop implementation plans and ensure adherence to financial procedures. Compile and present monthly financial reports to management. Assist with budget compilation and oversee financial claims such as S&T advances and travel expenses. Establish and maintain early warning systems for financial monitoring. Render procurement administration. Advise management on effective administrative practices. Identify and address administrative gaps. Ensure proper application of disciplinary procedures and labour issue management. Maintain records on goods and services procured, providing accurate statistics. Maintain register of the component. Allocate tasks and track progress to ensure timely compilation. Maintain and update the register of the component. Managing Assets Implement approved resolutions. Render Human Resources and supervision. Supervise staff, assign tasks, and monitor performance. Produce statistical reports and ensure that file maintenance systems are maintained. Keep HR tasks and compile monthly HR reports. Implement PMDS for the component. Arrange workshops, meetings and events as needed. Apply discipline.
<u>ENQUIRIES</u>	:	Ms P Adonis Tel No: (041) 508 9778
<u>POST 34/176</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C (CIVIL) REF NO: 051026/08</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Sd: Water Services Infrastructure Development and Refurbishment Programmes
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and experience in project management, technical design and analysis. Understanding of research and development. Computer aided engineering applications. Problem solving, decision making, teamwork, creativity, customer focus and responsiveness. Good communication skills (both verbal and written).

<u>DUTIES</u>	:	Render technical services to the directorate. Assist engineers, technologist and associates in the appraisal of business plans and technical reports. Monitor the implementation of Infrastructure projects such as Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and public service providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr. J Roelofse Tel No: (053) 830 8800
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 34/177</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL) REF NO: 051026/09</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Dir: Water Resources Management Support Sd: Hydrological Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Three (3) years post qualification technical Civil Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design and analysing knowledge of hydrological data. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and teamwork skills. Creativity, customer focus and responsiveness skills. Good planning, organising and people management. Travel extensively as and when required. Must be prepared to work away from the office for extended periods of time.
<u>DUTIES</u>	:	Stream Gauging using ADP and conventional stream gauging methods. Survey of gauging weirs and flood (rated) sections using the levelling instrument. Preparation of drawings using CAD software. Calibration of flow gauging stations. Inspection planning of maintenance surface water gauging stations within the area of responsibility. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological Data editing and processing. Prepare technical specifications for procurement of the required resources. Collection of all forms of hydrological data within area of responsibility and compile reports. Provide technical support to requests received from stakeholders. Ensure the compliance to the Occupational Health and Safety Act in line with statutory and regulatory requirements. Engage in research and developmental activities for continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr O Thebe Tel No: (053) 830 8800

<u>POST 34/178</u>	:	<u>SCIENTIFIC TECHNICIAN: PRODUCTION GRADE A – C REF NO: 051026/10</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operations: Northern Cape Dir: Water Resources Management Support Sd: Geohydrological Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Natural /Water Groundwater/ Geohydrology related Sciences or relevant qualification. Three (3) years' post qualification technical scientific experience in groundwater. Compulsory registration with SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Understanding of program and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of groundwater resources management is essential. Extensive experience in water management, Environmental field, urban development, agricultural, waste management and mining. Understanding of department's role and function with respect to Water Quality and Water Resources Protection. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of principles of integrated Water Resource Management. Experience in minimizing the impacts from industries, agriculture, urban development and mining. Computer literacy. Innovative thinking. Negotiation skills. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Data analysis. Scientific presentation. Decision making. Customer focus and responsiveness. Problem solving.
<u>DUTIES</u>	:	Perform technical scientific and geohydrological functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions and extension of the groundwater monitoring network. Preparation and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide Geohydrological technical support and advice. Develop working relations with client base and extend client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Research and development. Continuous professional development to keep up with new technologies and procedures. Equipment reviews and procurement of new equipment. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geohydrological related matters. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geohydrological environment.
<u>ENQUIRIES</u>	:	Mr T Ngilande Tel No: (053) 830 8800
<u>POST 34/179</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: 051026/11</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Supply Chain Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification (National Diploma) in Supply Chain Management / Purchasing Management / Public Administration / Procurement / Financial Management or relevant qualification. One (1) year experience in Supply Chain Acquisition Management. The disclosure of a valid unexpired driver's licence. Knowledge of supply chain management administration procedure. Knowledge of financial legislation. Knowledge of Government Logistics Management System and LOGIS. Knowledge of PFMA, Treasury Regulation and Supply Chain Management Practice notes. Knowledge of supply chain management.

DUTIES

Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding Social and Economic development issues. Basic Financial Management. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.

: Render demand, acquisition, logistics and contract management support services. Render the supply chain management administrative roles. Follow relevant policies and regulations in supply chain management activities. Facilitate the procurement planning, acquisition and logistics of goods and services. Capture the acquisition requests on electronic purchasing system. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process. Arrange and attend bid Evaluation committee meeting. Prepare register for bidders. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Supervise the Logistical Management Processes and compliance thereof. Ensure orders for correct goods and services are placed, checked, verified, received and paid to correct Supplier. Assist in updating the Contract registers and contract management. Supervise the Supply Chain Management financial and human resources. Manage personnel in accordance with human resource prescripts and DPSA PMDS process. Check the compliance with SCM prescripts and processes. Render administrative services to supply chain Acquisition Management. Assist in implementation of SCM policies, processes, and procedures.

ENQUIRIES

: Ms M Ramoshaba Tel No: (053) 830 8800

POST 34/180

: **SUPPLY CHAIN CLERK SUPERVISOR REF NO: 051026/12**

Branch: Water And Sanitation Services Management: Nc

CD: Provincial Operation: Northern Cape

Div: Supply Chain Management

SALARY

: R338 106 per annum (Level 07)

CENTRE

: Kimberley

REQUIREMENTS

: A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) year experience in Supply Chain Management. The disclosure of a valid unexpired driver's licence. Knowledge of supply chain management administration procedure. Knowledge of financial legislation. Knowledge of Government Logistics Management System and LOGIS. Knowledge of PFMA, Treasury Regulation and Supply Chain Management Practice notes. Knowledge of supply chain management. Knowledge of procurement policies and legislation. Disciplinary knowledge of labour law. Knowledge of treasury regulations. Knowledge of dispute resolution policies. Understanding Social and Economic development issues. Basic Financial Management. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Efficient communication skills, accountability and ethical conduct.

DUTIES

: Render demand, acquisition, logistics and contract management support services. Render the supply chain management administrative roles. Follow relevant policies and regulations in supply chain management activities. Facilitate the procurement planning, acquisition and logistics of goods and services. Capture the acquisition requests on electronic purchasing system. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process. Arrange and attend bid Evaluation committee

		meeting. Prepare register for bidders. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Supervise the Logistical Management Processes and compliance thereof. Ensure orders for correct goods and services are placed, checked, verified, received and paid to correct Supplier. Assist in updating the Contract registers and contract management. Supervise the Supply Chain Management financial and human resources. Manage personnel in accordance with human resource prescripts and DPSA PMDS process. Check the compliance with SCM prescripts and processes. Render administrative services to supply chain Acquisition Management. Assist in implementation of SCM policies, processes, and procedures.
<u>ENQUIRIES</u>	:	Ms M Ramoshaba Tel No: (053) 830 8800
<u>POST 34/181</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 051026/13</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Auxiliary Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior/Grade12 Certificate or relevant qualification. A Certificate or Diploma in Records Management; Information Services will serve as an added advantage. Minimum of three (3) to (5) five years relevant experience required. Knowledge of Registry duties, practice as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service and Records Management. Knowledge and understanding and application of National Archive and Records Services Act (Act 43 of 1996). Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Good verbal and written communication skills. Interpersonal relations, flexibility and teamwork.
<u>DUTIES</u>	:	Supervise and provide registry counter services, Attend to clients. Supervise the handling of incoming and outgoing correspondence. Supervise and sort, register and dispatch mail. Supervise and render an effective filling and record management service according to the Departmental file plan. Opening and closing of files according to record classification system. Filing, tracing and retrieval documents and files. Complete index cards for all files. Supervise the operation and operate machine related to registry functions, Open and maintain franking machine register. Frank post. Undertake spot checks on post to ensure no private post is included. Open and Close remittance register. Keep daily record of number of letters franked. Supervise the processing and process documents for archiving and disposal. Sort and package files for archives and distribution. Keep records for archived documents. Support satellite office with the application and utilization of Departmental File Plan. Supervise human resources/Staff. Allocate and ensure quality of work, personnel development, assess staff performance and apply discipline.
<u>ENQUIRIES</u>	:	Ms N Gool Tel No: (053) 830 8800
<u>POST 34/182</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 051026/14</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resource Infrastructure Operations And Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) years' experience in Registry functions. Knowledge of the Public Service Act, Public Services National Archives Regulations and National Archive and Records Services Act of South Africa (NARSASA)e Regulations, and relevant Records Management prescripts. Computer literacy. Ability to capture data and collate administrative statistics. Disclosure of a valid unexpired driver's license. Problem solving and analysis.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Facilitate implementation of records management policies and procedures. Facilitate compliance inspections of Registries. Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Archive and disposal of documents Supervise the handling of incoming and outgoing

		correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and closing files according to the record classification system. Filing/storage, tracing(electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and 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 supervisor. Keep records for archived documents. Administer and maintain file plan. Support all satellite offices on Records Management matters. Supervise registry staff. Allocate and ensure quality work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. P Adonis Tel No: (041) 508 9778
<u>POST 34/183</u>	:	<u>WATER CONTROL OFFICER (X3 POSTS)</u> Branch: Infrastructure Management: Northern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R280 278 per annum (Level 06)
	:	Waterfalls (Buffelskloof) Ref No: 051026/15
	:	Blyde Riviespoort Ref No: 051026/16
	:	Witklip Dam Ref No: 051026/17
<u>REQUIREMENTS</u>	:	A relevant NQF level 4 qualification (Senior/Grade 12 certificate) in Mathematical literacy or a strong mathematical background is essential. Internal Department of Water and Sanitation with water control courses will serve as an added advantage. Five (5) years of practical experience in water control or related functions. The disclosure of a valid unexpired driver's license. Good communication skills (both verbal and written) Interpersonal skills. Knowledge in controlling and managing the water distribution for all Government Water Schemes, State Dams, Irrigation Boards, Water Use Associations, Canals, and Rivers within the provincial management operations and clusters. Knowledge in water related policy implementation. Knowledge in financial management act and human resources. Knowledge and implementations in OHS Act. Monitoring and evaluation principles. Knowledge in supporting water utilisation and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical and electrical maintenance. Extensive travelling and performing duties away from the office for periods of time.
<u>DUTIES</u>	:	Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations daily. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supply daily. Control time register and leave forms. Routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme.
<u>ENQUIRIES</u>	:	Mr B Mameshi Tel No: (013) 262 6839
<u>POST 34/184</u>	:	<u>ARTISAN PRODUCTION GRADE A – C: (FITTER AND TURNER) REF NO: 051026/18</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY CENTRE</u>	:	R253 341 – R424 371 per annum, (OSD)
	:	Breede/Gouritz (Worcester – Western Cape)
<u>REQUIREMENTS</u>	:	An Appropriate Fitter and Turner Trade Test Certificate. The disclosure of a valid unexpired driver's code EB driver's license. Willingness to perform standby duties, production work, and overtime as and when required. Knowledge and experience in bulk water storage, conveyance, and pressure systems will be an advantage. Ability to work independently with limited

		supervision. Strong technical communication skills in English, coupled with good technical report-writing and computer literacy. The ability to read and interpret manufacturing drawings will be an advantage. Essential knowledge and experience regarding compliance with the Occupational Health and Safety (OHS) Act in both workshop and site environments.
<u>DUTIES</u>	:	Service, repair, install, and maintain water control equipment and related infrastructure typically found on dams and water distribution networks (e.g., pumps, pipes, valves, sluices, auxiliary drives, cranes, water vessels, and industrial construction plant/machinery). Conduct routine inspections to identify visible, operational, and safety defects; plan necessary repairs and report defects to the Supervisor promptly. Ensure all services are carried out timeously and coordinate maintenance and repairs through existing contracts. Manufacture items based on own planning and from design/manufacturing drawings. Function in strict accordance with all applicable legislative, safety, and regulatory requirements. Record daily trips, fuel consumption, and logbooks for both vehicles and machinery, as well as service logbooks for installed equipment. Ensure equipment and immediate work areas are kept clean and well-maintained and good housekeeping when on site. Assist various maintenance teams with day-to-day maintenance, repairs, and construction work as needed. Manage, mentor, and evaluate staff performance on an ongoing basis. Be prepared to travel to remote areas and spend nights away from home on a regular basis. Be available for standby and occasional overtime work, including weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr. S Makhubela Tel No: (023) 348 5600
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 34/185</u>	:	<u>ARTISAN PRODUCTION GRADE A – C (DIESEL MECHANICAL) REF NO: 051026/19</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R253 341 – R424 371 per annum, (OSD)
<u>CENTRE</u>	:	Breede/Gouritz (Worcester – Western Cape)
<u>REQUIREMENTS</u>	:	An Appropriate Diesel Mechanical Trade Test Certificate. The disclosure of a valid unexpired code EB driver's license. Willing to perform production work, standby and overtime when required. The applicant must be able to work with limited supervision. Strong technical communication skills in English, coupled with sound technical report-writing abilities. Knowledge in computer aided technical applications. The ability to read and interpret manufacturing drawings will be an advantage. Knowledge and experience regarding compliance to the Occupational Health and Safety Act in workshop and –site environment is essential.
<u>DUTIES</u>	:	Render maintenance for mechanical oriented functions such as service, repair, install and maintain construction equipment, water control equipment and related infrastructure as typically found on dams and water distribution networks (pumps, pipes, valves, sluices, auxiliary drives, cranes, water vessels). Routine inspections of visible, operational and safety defects, planning repairs and reporting of defects to Supervisor. Ensure services are carried out timeously and coordinate maintenance and repairs through existing contracts. Function in strict accordance with applicable legislative and safety requirements. Record daily trips, fuel consumption and logbooks for both vehicles and machinery as well as service logbooks of installed equipment. Ensure that equipment and immediate work areas are kept clean and well-maintained and good housekeeping is practiced when on site. Assist the various maintenance teams as needed with day-to-day maintenance, repairs and construction work. Manage, mentor, and evaluate staff performance on an ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.
<u>ENQUIRIES</u>	:	Mr. S Makhubela Tel No: (023) 348 5600
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.

<u>POST 34/186</u>	:	<u>REGISTRY CLERK REF NO: 051026/20</u> Branch: Corporate Support Services Cd: Human Resources Management Dir: Human Resource Administration
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or relevant qualification. Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL). Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of working procedures in terms of the working environment flexibility.
<u>DUTIES</u>	:	Provide counter services: Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues Render an effective filling and record management service: Opening and closing files according to record classification system. Filling/storage, tracing (electronically/ manually) and retrieval of documents and files. Complete index cards for all files. Implementation of minimum information required in all Human resource records. Ensure compliance to management of information and security and promotion of access to information. Ensure compliance to management of National Minimum Information Requirements are complied. Ensure compliance to records classification requirement. Provide support on coordination of personal files. Safekeeping of personal files. Maintenance of stall file plan. 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 number 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.
<u>ENQUIRIES</u>	:	Mr R Mudau Tel No: (012) 336 7770
<u>POST 34/187</u>	:	<u>HUMAN RESOURCE CLERK PRODUCTION (HRD) REF NO: 051026/21</u> Branch: Water And Sanitation Services Management: NC CD: Provincial Operation: Northern Cape Div: Human Resource Development
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Knowledge of HRD and Performance Management Development System (PMDS) policies and procedures. Knowledge of the Skills Development Act and related prescripts. Knowledge of Public Service Regulations and relevant HR prescripts. Knowledge of Record management and administrative skills. Computer literacy (MS Word, Excel, Outlook). Knowledge of PERSAL system. Knowledge of registry duties and practices. Planning and organising skills. People and Diversity Management skills. Be client oriented and customer focused. Good verbal and written communication skills. Accountability and Ethical Conduct. Flexibility and teamwork. Basic knowledge of problem solving and analysis.
<u>DUTIES</u>	:	Training: Provides administrative and clerical support to ensure the effective implementation of training, skills development, bursaries, internships, and employee development programmes within the department. Assist with the coordination and administration of training and development programmes. Capture and maintain employee training records and databases. Process training nominations and registration forms. Compile training reports. Assist in the compilation and implementation of the Workplace Skills Plan (WSP) and Annual Training Report (ATR). Collect training needs analysis information from managers and employees. Maintain records of skills development

interventions and outcomes. Support compliance with Skills Development legislation and departmental policies. Administer bursary and study assistance applications. Maintain records of approved bursaries and other training interventions. Follow up on academic results and contractual obligations of bursary recipients. Assist with the administration of internship, learnership and graduate placement programmes. Coordinate induction and orientation programmes for interns and learners. Maintain accurate HRD files and employee development records. Ensure safekeeping of confidential employee information. File correspondence, training certificates and related documentation. Retrieve records and information when required for audits and reporting purposes. PMDS Administration: Administer the PMDS process for all applicable employees. Distribute PMDS templates, guidelines, and relevant circulars to employees. Receive, register, and verify performance agreements and performance assessments. Follow up on outstanding PMDS documents with supervisors and employees, inclusive of correct completion of the PMDS documents within the prescribed timeframes. Maintain and update PMDS records and databases. Establish and maintain individual PMDS files for employees. Retrieve files and documentation when required for verification, auditing, or reporting purposes. Capture Performance Agreements, Mid-Terms and Annual Assessments on the PERSAL System.

ENQUIRIES : Mr MJ Moletsane Tel No: (053) 830 8800

POST 34/188 : **DRIVER EXTRA HEAVY MOTOR VEHICLE (EHMV) REF NO: 051026/22**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R237 453 per annum (Level 05)
CENTRE : Breede/Gouritz (Worcester – Western Cape)
REQUIREMENTS : An NQF level 4. The disclosure of a valid unexpired driver's license class EC. Valid, unexpired Professional Drivers Permit (PDP). Five (5) years' experience in driving heavy motor vehicles/Maintenance Vehicle. Operation of equipment such as truck mounted crane, TLB and forklift will serve as an added advantage. Technical knowledge and competencies should include Advanced Extra Heavy Vehicle equipment operation, basic maintenance, literacy, planning and supervision skills. Behavioural competencies shall be client orientation and customer focus, basic communication and accountability and sound ethical conduct.

DUTIES : The operations of an extra heavy motor vehicle in accordance with road ordinance prescripts. Transportation of personnel, equipment and materials. Perform activities in respect of operating specialized equipment. Load and offload goods and equipment. Maintain register regarding deliveries and pickups. Supervision of assistants. Routine inspections of visible, operational and safety defects and reporting of defects to Supervisor, Transport Officer and Mechanic. Repair minor mechanical faults on vehicles and machinery and report major defects for repairs. Ensure servicing is carried out timeously. Function in accordance with applicable legislative and safety requirements. Record daily trips, fuel consumption and logbooks for both vehicles and machinery. Ensure that equipment and parking space are clean. Ensure safe storage of vehicle on route. Ensure safety of cargo while on route. On completion of journey ensure safe storage of vehicle at base. Assists maintenance team with removal and installation of equipment with truck mounted and overhead crane and forklift. Assists maintenance teams with their tasks when not operating the truck. The incumbent must be willing to work away from home and will be required to perform duties at all schemes throughout the Western Cape.

ENQUIRIES : Mr. S. Makhubela Tel No: (023) 348 5600
NOTE : Preference will be given to candidates from the geographical area.

POST 34/189 : **GROUNDSMAN REF NO: 051026/23 (X2 POSTS)**
Branch: Infrastructure Management: Southern Operations
Cd: Water Resources Infrastructure Operations and Maintenance
Dir: Operations Southern

SALARY : R144 024 per annum (Level 02)
CENTRE : Berg River and Tunnel System (Western Cape)

<u>REQUIREMENTS</u>	:	An ABET certificate. Zero (0) to one (1) year working experience. Experience in performing manual work will be an added advantage. The disclosure of a valid unexpired code B Drivers licence. The following knowledge and competencies are required: Knowledge of working on various general work and handling equipment and appliances. Knowledge of gardening equipment including lawn care process and competencies are required (pruning and trimming process and techniques). Knowledge of chemical use (dilution/mix) and chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be able to work in or near rivers, dams, and canals, and in confined spaces. Must be able and willing to assist other schemes and maintenance teams when needed around Western Cape. Must be punctual, productive, and loyal. Good communication and interpersonal relations.
<u>DUTIES</u>	:	Clean and maintain grounds and repair tools and structures such as buildings, fences using hand tools. Cut vegetation and apply herbicide. Cleaning of mechanical gates and Grids with canal systems. Cut trees and grass at toe level on dam embankments. Clear weeds and sand at bridges, channels and sluices. Clear vegetation and sand traps and along weirs. Remove debris at inlets and outlet's structure. Inspect and repair fences. Clear canal culverts. Fill and compact potholes on access road. Fill and compact holes on embankments. Remove debris deposits inside canal. Clean equipment. Report on broken machines and equipment. Expected to work in the Jonkershoek and Palmiet catchments but willing to work at different sites within the Western Cape region.
<u>ENQUIRIES</u>	:	Mr A. Mgidi Tel No: (021) 876 9900
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area – Western Cape.
<u>POST 34/190</u>	:	<u>GENERAL WORKER CIVIL MAINTENANCE REF NO: 051026/24 (X5 POSTS)</u> Branch: Infrastructure Management: Southern Operations Cd: Water Resources Infrastructure Operations and Maintenance Dir: Operations Southern
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Breede/Gouritz (Western Cape - Worcester)
<u>REQUIREMENTS</u>	:	An ABET certificate. Higher qualifications will serve as an added advantage. Experience in performing manual work will serve an added advantage. Knowledge and Competencies: Basic knowledge of the following is essential: General work in handling equipment and appliances. Various general work, including lawn care processes. Pruning and trimming processes and techniques. Chemical use (dilution/mix) and chemical product knowledge. Daily maintenance procedures for efficient machine/equipment performance. Supporting water utilisation and water resource strategy. Health and safety procedures. Garden maintenance and planting practices. A basic understanding of Government legislation. Must be able and willing to work in or near rivers, dams, canals and confined spaces.
<u>DUTIES</u>	:	Perform general assistant work. This includes but is not limited to: Loading and offloading furniture, equipment, and other goods to their relevant destinations. Cleaning government vehicles, machinery, and equipment. Cleaning the relevant workstations and ensuring working areas are clean. Cleaning lawns and pruning trees where necessary. Clean and maintain grounds, canals, office grounds etc. Repair tools and structures such as building, fences, around canals dam areas, office buildings and benches using hand and power tools. Mix spray or spread fertilizers using hand or atomic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters, and other ground features. Maintain existing grounds / gardens by caring for sod, plants, and trees. Rake and mulch leaves irrigate plants and lawns. Sweep walkways, grounds, and clean buildings by sweeping and washing floors. Perform labouring duties to support maintenance, repair and construction of departmental infrastructure. Assisting with cleaning and repairing water supply systems like canals, drains, dams, and pipelines as well as repairs to department buildings. The incumbent must be willing to work away from home

		and will be required to perform duties at all schemes throughout the Western Cape.
<u>ENQUIRIES</u>	:	Mr. Bertram Ross Tel No: (021) 941 6077
<u>NOTE</u>	:	Preference will be given to candidates from the geographical area.
<u>POST 34/191</u>	:	<u>CLEANER REF NO: 051026/25 (X2 POSTS)</u>
		Branch: Infrastructure Management: Southern Operations
		Cd: Water Resources Infrastructure Operations and Maintenance
		Dir: Operations Southern
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Gqeberha/Port Elizabeth
<u>REQUIREMENTS</u>	:	An ABET certificate. Experience in cleaning services will serve as an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use (dilution/mixing). Basic knowledge of cleaning equipment to be used. Basic knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal relations.
<u>DUTIES</u>	:	Provision of basic cleaning services. Keeping and maintaining cleaning equipment and managing stock of cleaning materials. Cleaning of offices corridors, elevators and boardrooms by dusting and waxing floors, sweeping, scrubbing and vacuuming and shampooing of floors. Cleaning walls, windows and doors. Emptying and cleaning waste bins. Collecting and removing office waste. Freshening of offices, boardrooms, working areas, kitchen and storerooms. Cleaning the restrooms, refilling the hand wash liquid soap, replacing paper towels, toilet paper and emptying and cleaning of wash waste bins. Report broken machines' equipment. Cleaning of machines (microwaves, vacuum cleaners and equipment after use. Request cleaning materials. Assisting with other duties as and when required.
<u>ENQUIRIES</u>	:	Ms P Adonis Tel No: (041) 504 9778
<u>NOTE</u>	:	NB: Preference will be given to candidates residing within the Nelson Mandela District.

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

<u>APPLICATIONS</u>	:	To apply for the below position, please apply online at https://jobs.gauteng.gov.za or designated email address: Online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane: 082 810 6152 / Mr. Ouwen Gaveni: 071 855 8934
<u>CLOSING DATE</u>	:	07 October 2026 at 23:59 pm
<u>NOTE</u>	:	Applications should be submitted on a new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01 st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies . Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed, as per DPSA circular no. 03 of 2025. 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. 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). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. If you have not been contacted within three (03) months after the closing date of this advertisement, accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check. 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). The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

MANAGEMENT ECHELON

<u>POST 34/192</u>	:	<u>DIRECTOR: LIBRARY INFORMATION SERVICES AND PROVINCIAL ARCHIVES REF NO: REFS/056598</u> Directorate: Library Information Services and Provincial Archives
<u>SALARY</u>	:	R1 317 308 per annum (Level 13), (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	The successful candidate should have a Grade 12 Certificate plus a undergraduate qualification (NQF level 7) in Archival Studies / Libraries & Information Science or relevant qualification. A minimum of 5 years' experience in senior/middle Management level/ Deputy Director in the relevant field. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Financial Management. Strategic and operational. Planning and organising. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Knowledge of: The Constitution of 1996. PFMA. Promotion of access to information act. Promotion of administration justice act. Electronic communication and transaction act. National archives and records services act. Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment.
<u>DUTIES</u>	:	Oversee the development and implementation of archives and library policies. Oversee and manage the preservation of public and non-public records and ensure accessibility to the public. Manage the development, transformation, promotion and modernisation of libraries and information services. Manage financial support to municipal library services by providing earmarked transferred allocation. Oversee the implementation of reading and library programs to inculcate the culture of reading. Identify the needs for library and archives infrastructure.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACR.RecSMS@gauteng.gov.za

OTHER POSTS

<u>POST 34/193</u>	:	<u>DEPUTY DIRECTOR: LIBRARY SERVICES (CONDITIONAL GRANT) REF NO: REFS/056604</u> Directorate: Library and Information Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF level 6/7) in Library and Information Science or relevant qualification. A minimum of 3 - 5 years' experience at middle management in (ASD) level and relevant experience in Library environment. Valid driver's license. Skills: Communication both verbal and written. Analytical. Report-writing. Research. Computer literacy (MS Teams). Planning and Organisation. Presentation and training. Problem Solving. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes. Public Finance Management Act. Public Service Act and Regulations. Departmental strategy. Public Service policy and strategy on library and archive matters. Promotion of access to information Act 2 of 2000(PAIA) and division of revenue Act 2023 is imperative. Division of Revenue Act 2023.
<u>DUTIES</u>	:	Manage the recapitalization of community libraries (Conditional Grant: support 09 municipalities as per Provincial Gazette, Ensure that Evaluation system in place and Conduct monitoring visits to municipalities and draft reports. Manage and monitor financial support to community libraries: Monitor the municipalities and acknowledge receipt of payment in writing and Monitor and assist in preparing and sending payment confirmations to municipalities. Monitor the legal and operational framework for community libraries: Manage and monitor community library's compliance to the National Library and Information acts and regulations and Visit Library Managers to monitor compliance to the legal and operational framework for community libraries. Consolidate quarterly reports of transferred funds for Conditional Grant and Equitable Share from municipalities: Ensure municipalities submit monthly and/or quarterly reports for transferred funds and Assist with National Department of Sport, Arts and Culture (DSAC) quarterly reports. Organise and administer IGR meetings with municipalities: Assist the Director in organising IGR meetings with Library Managers in the municipalities, and attend IGR meetings with Library Managers. Manage resources (Human, Financial, Equipment/Assets): Ensure proper implementation of budget by monitoring, projecting and reporting

		expenditure, ensure proper spending in line with strategic objectives and monitor the optimal utilization and functionality of equipment.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to SACRHeadOffice@gauteng.gov.za
<u>POST 34/194</u>	:	<u>DEPUTY DIRECTOR: CREATIVE CLUSTER REF NO: REFS/056609</u> Directorate: Creative Arts
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF Level 6/7) in fine Art History / Education / Art Design / Communications / Community Development or relevant qualification. A minimum of 3- 5years' experience in middle management (ASD) level within creative cluster environment. Valid driver's license. Skills: Interpreting & Evaluating Information. Verbal and written communication. Organising / maintaining information. Communicating information. Computer literacy. Problem solving and conflict management. Knowledge: Departmental policies and procedures. Department Priorities. Gauteng DSCAR Strategy. Reporting procedures. Information system. Financial system. PFMA, Treasury Regulation, PSA, PSR, etc. Employment Equity Act,1998. Understanding of government programmes and projects. Strategic Management.
<u>DUTIES</u>	:	Conceptualise and design arts development programmes aligned with provincial cultural objectives. Coordinate stakeholder engagement to co-design responsive and inclusive programme models. Oversee the implementation of approved programmes, ensuring timely delivery and resource allocation. Develop programme guidelines, implementation plans, and monitoring frameworks. Manage partnerships with training providers, mentors and sector organisations. Evaluate programme outcomes and implement improvements based on lessons learned. Identify capacity gaps within the arts sector through needs assessments and stakeholder engagement. Develop annual capacity-building plans covering training, mentorships, and industry development. Coordinate implementation of workshops, seminars, masterclasses, and industry development sessions. Ensure alignment of capacity-building initiatives with sector development strategies. Monitor event budgets, procurement, and compliance with governance requirements. Produce post-event reports highlighting participation, reach economic impact, and lessons learned.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRHeadOffice@gauteng.gov.za
<u>POST 34/195</u>	:	<u>DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/056610</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	North Corridor
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF level 6/7) in Sports and Recreation / Sports Science / Exercise Science / Physical Education / Sports Development/Sports Administration or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in middle management (ASD) level and relevant experience in sport and recreation environment. Valid driver's license. Skills: Communication skills, Presentation skills, Budgeting, Research, Analytical thinking, Interpersonal Skills and Project Management Skills Knowledge: Government policies and programmes, Knowledge of Sport and Recreation, Regulations and procedures in required environment, Finance, and HR Matters.
<u>DUTIES</u>	:	Manage the development of policies, business plan, strategies and procedure for sports implementation: Review and understand departmental vision, mission, Develop communication and implementation plan. Manage the promotion of mass participation among the learners, promote healthy lifestyles and inculcate sportsmanship and competitiveness: offer diverse physical activities to ensure inclusivity in the corridor, organise sports events like tournaments and festivals that focus on fun, not just winning and integrate health and nutrition education into programs. Manage the provision of sport

development and talent identification in the corridors: Establish partnerships, implement structured identification systems, Offer scientific and medical support. Manage the provision of sport and community recreation programmes in the corridor: Developing strategic plans aligned with national mandates, creating accessible mass participation and elite development opportunities, Ensuring equitable access to facilities and resources. Manage the provision of school sport programme the corridor: Engaging the community, Developing clear policies and plans, securing and managing resources like facilities and equipment, supporting and training staff, Implementing diverse activities for all abilities. Manage resources (Human, Financial, Equipment / Assets): Manage utilization of financial and physical resources, conduct strategic and operational planning for the EHW sub directorate, Authorise, control and monitor the budget and expenditure.

ENQUIRIES : Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
APPLICATIONS : must be online at <https://jobs.gauteng.gov.za> or emailed to: SACRHeadOffice@gauteng.gov.za

POST 34/196 : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/056615**
 Directorate: Infrastructure Development

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : The successful candidate should have a National Diploma/ University Degree (NQF level 6) in Built Environment / Construction Project Management / Civil Engineering or related qualification as recognized by SAQA. A minimum of 3 - 5 years' experience in middle management (ASD) level and relevant experience in Built environment. Valid driver's license. Skills & Knowledge: Leadership skills. Human. Resources Management (People Management). Project management. Service delivery innovation. Change Management. Report writing. Facilitation skills. Research Methodologies. Assertive skills. Investigation skills. Problem solving. Negotiation. Decision making. Resilience. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Planning and organizing.

DUTIES : Manage the development and updating of all infrastructure policies in line with nationally prescribed policies. Manage the customisation of norms and standards for infrastructure in line with nationally prescribed norms and standards. Manage the application of costs norms in terms of infrastructure projects. Manage that planned projects comply with policies, norms and standards. Manage all post occupancy evaluations and prepare the reports with inputs from the professional built environments. Update policies, norms and standards in line with findings on post project evaluations and post occupancy evaluations. Manage the end of year evaluation and prepare the report with inputs from the professional built environments. Manage analyses and prepare all Project Initiation Reports with inputs from the professional built environments. Manage analyses and prepare the User Asset Management Plan in with inputs from the professional built environments. Prepare or review Strategic Briefs with inputs from the professional built environments. Review Concept and Viability Reports with inputs from the professional built environments. Sign off on Strategic Briefs and Concept & Viability Reports. Update IRM in terms of Stages 0, 1, 3 and 4. Update the project management system in terms of Stages 0, 1, 3 and 4. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Monitor and Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Prepare Medium Term, Annual and Adjustment Budget. Finalise and approve Infrastructure Programme Management Plans with inputs from built environment professionals. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s] with inputs from the built

environment professionals. Review and sign-off Infrastructure Programme Implementation Plans with inputs from the built environment professionals. Review and recommend signing of Agency and Service Delivery Agreements with inputs from the built environment professionals. Manage the end of year evaluation and prepare the report with inputs from the professional built environments. Manage plans and budgets for rates, taxes and services. Manage and monitor utilisation of utilities. Report on all cases where usage is excessive. Manage payment of rates, taxes and services. Manage provision of property management services in terms of cleaning, security and all other operational matters. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees. Manage the performance of staff and ensure assessment of their performance. Manage the compilation of various reports and statistics. Manage leave in the sub - directorate.

ENQUIRIES : Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152
APPLICATIONS : must be online at <https://jobs.gauteng.gov.za> or emailed to SACRHeadOffice@gauteng.gov.za

POST 34/197 : **ASSISTANT DIRECTOR: AUDIT MANAGEMENT REF NO: REFS/056616**
 Directorate: Risk and Integrity Management

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Head Office
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Internal Audit/ Financial Management/ Accounting or relevant qualification. A minimum of 3 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Decision making, Management of projects, Technical analytic skills, Negotiation, Financial Management, Planning and Organizing, Problem solving, Conflict management, Verbal and written communication, Leadership, Computer literacy, Report writing, Relationship management.

DUTIES : Co-ordinate internal and external audits processes, Provide inputs to the formulation of the audit plan covering critical processes/ activities, Tracking responses to queries from AG, GAS and legislature affecting the Office of the Chief Risk Officer, Assist to draw-up an audit action plan and track its implementation with the relevant managers, Assist in monitoring and evaluation of the effectiveness of internal control measures, Assist to coordinate engagement/ exit meetings between Line Managers, GAS and AG, Follow up with business units on information requests from Auditors within the agreed upon timelines from receipt of information requests, Verification of information prior to submission to the auditors, Monitor progress on the implementation of action plans on audit findings, Assist to co-ordinate and participate in the monthly/ quarterly meetings with management to discuss progress made in implementing action plans, Updating the tracking register upon discussions with management, Compilation and submission of progress reports on audit action plan to the Deputy Director for review prior to submission to the Director for reporting to the Governance structures, Ensure submission of POE on all action plans implemented.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
APPLICATIONS : must be online at <https://jobs.gauteng.gov.za> or emailed to: SACREastCorridor@gauteng.gov.za

POST 34/198 : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/056586**
 Directorate: HODs Office

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Head Office
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a NQF level 6/7 in Public Management / Public or Private Administration / Business Administration or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in administrative support environment. Valid driver's license. Skills: Interpreting & Evaluating Information, Verbal and written communication, Organizing/ maintaining information,

		communicating information, Computer Literacy, Problem solving and conflict management Listening and negotiation, Teamwork, Discipline.
<u>DUTIES</u>	:	Provide office administration: Advise HOD on pertinent organizational and administrative issues, Manage HOD's domestic and international travels. Manage and administer HOD's diary: Manage and plan all HOD meetings, manage logistics for all HOD's meetings. Monitor and verify incoming and outgoing documents accordingly: Manage and efficient and usable filing system, Oversee and maintain an electronic document tracking system. Manage coordination of events in the office of the HOD: Manage logistics for events initiated by the HOD, Manage invitations, guest list and RSVPs. Manage resources (Human /Finance/ Equipment/Assets): Ensure proper implementation of budget by monitoring, projecting and reporting expenditure, Ensure proper spending in line with strategic objectives.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za
<u>POST 34/199</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES REF NO: REFS/056589</u> Directorate: Creative Arts
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	North Corridor
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a 3-year tertiary qualification (NQF level 6/7) in Arts and Culture / Fine Arts / Creative Industries / Heritage / Performing Arts / Visual Arts or relevant/ related qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in arts and culture environment. Valid driver's license. Skills & Knowledge: Organisational skills. Computer literacy (MS. package). Problem solving. Report writing. Analytical. Decision making. Teamwork. Verbal & Written communication. Research. Discipline. Presentation.
<u>DUTIES</u>	:	Facilitate the implementation of policies, business plan, strategies and procedure for arts and culture: Review and understand departmental vision, mission, identify strategic partners, develop business proposition and plan as well as a service level agreement, Develop and implement creative industries sector policies. Facilitate and monitor the provision of performing arts, music and dance programmes in the corridors: Provide market support to promote performing arts, music and dance (local, national, continental and international), Coordinate live performance circuits and events, Coordinate exhibitions and trades for performing arts, music and dance Facilitate and support new creative business models and revenue streams and attracting and retaining talent, trade, and investment. Facilitate and monitor the provision of visual arts, craft and design in the corridor level: Develop and implement sector policies, Provide market support to promote visual arts, craft and design (local, national, continental and international), Provide support for the arts and culture production spaces (tools, equipment, material, etc. and capacity building), Facilitate and support new creative business models and revenue streams and Attracting and retaining talent, trade, and investment. Facilitate and monitor the provision of audio, visual, and interactive media in the corridor: Develop and implement sector policies, Provide market support to promote electronic media sector, technical and production services – animation, gaming and graphic design (local, national, continental and international), Provide support for the arts and culture production spaces (tools, equipment, material, etc. and capacity building), Promote the development and marketing of provincial cultural tourism strategies, Repositioning Gauteng as the Hub of Africa's Creative Industries (attracting tourists and visitors). Manage resources (Human, Financial, Equipment / Assets): Manage utilisation of financial and physical resources, Conduct strategic and operational planning for the EHW sub directorate, Manage, implement and monitor operational plans, Ensure employees within the EWH sub directorate are assessed, developed, and trained in line with their PMDS, Manage the performance of staff and ensure assessment of their performance, Authorise, control and monitor the budget and expenditure and Manage leave in the sub – directorate.
<u>ENQUIRIES</u>	:	Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRNorthCorridor@gauteng.gov.za

<u>POST 34/200</u>	:	<u>ASSISTANT DIRECTOR: ACADEMIES REF NO: REFS/056591</u> Directorate: Sport Development
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate must have Grade 12 Certificate plus a 3 – year tertiary qualification (NQF level 6/ 7) in Sports Science or related qualification as recognized by SAQA. A minimum of 3 - 5 years of experience in high-performance environment. Valid driver's license. No criminal records. Skills & Knowledge: Financial and administrative skills. Problem solving and analysis. Listening and negotiation. Tact and diplomacy. Teamwork. Discipline. Programme and Project Management. Ability to chair/manage meetings. Counselling. Communicating information. Departmental policies and procedures. Department Priorities. Gauteng. DSACR Strategy. Reporting procedures. Information system. PFMA, Treasury. Regulation, PSA, PSR, etc. Employment Equity Act,1998. Strategic Management. Financial Management. Event Management.
<u>DUTIES</u>	:	Facilitate and monitor the development of policies, procedures and system. Implement the policies, strategic as per lifecycles. Monitor and alignment with the national Sport and Recreation Plan (NSRP), the Academy Framework and the Transformation Charter in the implementation of the Academy programme. Facilitate and establish a clear competition pathway for athletes and coaches by fostering partnerships with key stakeholders. Developing, reviewing, and ensuring compliance with sports policies, legislative requirements, and the grant frameworks, along with providing monthly and quarterly performance reports. Facilitate, identifying and managing resources, such as funding, training expertise, and scientific support, to be distributed to provincial and regional academies. Monitor and create opportunities to identify and develop talented athletes from the communities to the elite national level through structured academies. Facilitate the availability of necessary facilities for academy activities. Facilitate and monitor the design and implementation of high-performance programmes that support the development of both provincial and national athletes within the province. Support provincial and national athletes. Identify the support to athletes and assist in creating platforms where athletes can source sponsorships and other sources of support from various entities. Monitor in sourcing training and development programmes, such as bursaries, internships, and incubator programmes for athletes and coaches. Creating and implementing talent identification programs, managing the scouting process, and managing the athlete database to support elite development. Identify skill and performance gaps. Establish clear goals, and create a formal program with resources like training, mentorship, and coaching. Regularly measure progress, provide ongoing feedback, and foster a culture that supports career development through initiatives like cross-functional projects and empowering employees, athletes and coaches to create their own development plans. Coordinating team preparation for competitions, managing elite academy fixtures, and managing sporting partnerships with federations, municipal bodies, and other stakeholders. Implement and monitor sports science testing protocols and data analysis throughout the District Academies. Monitor and manage the utilisation of financial and physical resources. Developing and implementing the operational plans and the APP of the sub-directorate. Compile the reports that must be submitted. Render administration activities within the unit.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za
<u>POST 34/201</u>	:	<u>ASSISTANT DIRECTOR: RECREATION (X3 POSTS)</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Head Office: Ref No: REFS/056594: Head Office Ref No: REFS/056601: North Corridor Ref No: REFS/056605: South Corridor
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in Sport and Recreation / Sports Science / Sport Administration / Sport Management / Health Sciences in Sport / Exercise

Sciences or relevant qualification. A minimum of 3 - 5 years' experience in supervisory level and relevant experience in sports and recreation environment. Valid driver's license. Skills & Knowledge Listening and negotiation. Financial and administrative skills. Problem solving and analysis. Strategic Management. Discipline. Teamwork. Departmental policies and procedures. Listening and negotiation. Department Priorities. Reporting procedures. Information system. PFMA, Treasury Regulation, PSA, PSR, etc. Experience in managing projects with multiple stakeholders and excellent report writing.

DUTIES

: Offer diverse, accessible programs like group exercise, sports, and mindfulness sessions, catering to various ages and skill levels, and promoting a healthy lifestyle through community engagement, partnerships, and continuous promotion to address mental and physical health needs. Provide a wide range of activities, such as yoga, cycling tours, dance workshops, walk-a-thons, running events, and sports games, to appeal to different interests and preferences. Ensure activities are accessible to diverse age groups, families, and individuals of all skill levels to maximize participation. Collaborate with parks, fitness centres, and community organizations to provide public exercise classes and events. Offer programs at various times throughout the year to accommodate busy schedules and maintain consistent engagement Facilitate talent identification, and empower communities to engage in sports events, festivals, and campaigns aimed at reducing lifestyle-related diseases and improving physical well-being. Creating accessible programs, developing suitable infrastructure, fostering partnerships, and implementing robust monitoring and evaluation systems. Promoting community involvement and local event organization, supporting both mass participation and elite athlete development, encouraging corporate investment, and leveraging sport for social development and environmental sustainability. Manage and implement Asset-Based Community Development (ABCD) by leveraging existing community strengths and assets. Develop recreational tourism activities focused on natural resources. Protected areas, and foster community-led initiatives that provide skills training and entrepreneurial opportunities. Manage participatory planning and integrating local culture to ensure long-term economic benefits without undermining the environment or local assets. Identifying relevant stakeholders, such as government departments, community groups, and sports federations. Establishing clear goals. Engaging stakeholders through communication and leveraging their resources and expertise. Creating strategic plans aligned with national policies, securing funding through partnerships and corporate investment, developing and maintaining facilities, designing inclusive programmes and promoting safety and active participation to foster a socially cohesive nation Review and understand the Departmental vision and mission. In conjunction with stakeholder: Determine strategic goals, objectives (HR strategic plan). Conduct SWOT analysis. Develop strategic measures, performance targets and appropriate timeframes. Determine operational goals and objectives. Develop operational measures, performance targets and appropriate timeframes. Develop business propositions and plans, as well as service level agreements. Develop communication and implementation plan. Measure performance on continuous basis and develop and implement corrective actions. Identify strategic partners. Manage business relationship through regular performance assessments of services delivered (based on service level agreement) and development of corrective actions where performance gaps exist. Provide strategic direction, approval of transactions/activities and guidance to the unit team responsible for operationalising policy and procedure development, administration, project management, information utilisation, communication.

ENQUIRIES

: Ms. Itumeleng Maisane Tel No: (011) 355 2697 / 082 810 6152
Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924
Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312

APPLICATIONS

: must be online at <https://jobs.gauteng.gov.za> or emailed to:
Head Office applications to be emailed to SACRHeadOffice@gauteng.gov.za
South Corridor applications to be emailed to SACRSouthCorridor@gauteng.gov.za
North Corridor applications to be emailed to SACRNorthCorridor@gauteng.gov.za

<u>POST 34/202</u>	:	<u>SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: REFS/056588</u> Directorate: Employee, Health and Wellness
<u>SALARY</u>	:	R413 001 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF Level 6/7 in Environmental Health/ Occupational Safety Management or relevant qualification. A minimum of 2 - 3 years' experience in OHS environment. Valid driver's license. Skills: Problem Solving. Negotiation. Decision making, Resilience. Self-Motivation. Verbal communication & written communications. Interpersonal skills. Customer service. Knowledge: Relevant Public Service Legislation. GDSACR and GPG policies. Project management. PFMA, Treasury Regulation, PSA, PSR, etc. Change Management. Report writing. Facilitation skills. Research Methodologies. Employee Health and Wellness related. Registration with professional bodies (SAIOSH/SAIOH/ HPCSA).
<u>DUTIES</u>	:	Secure approval of Occupational health and safety policies, procedures in line with the Occupational health and safety act (OHS) requirements and safety guidelines and the OHS standards. Implement policies and procedures pertaining to occupational health and safety (OHS) to ensure that employees' performance is managed and monitored and skills development take place. Communicating the approved policies, systems and procedures to employees. Coordinate training for all appointed statutory appointments. Conduct workplace inspections. Monitor and evaluate the effectiveness of policies, procedures that are in place. Monitor Statutory appointments are in place. Establish Occupational health and safety (OHS) Committee as per the legislation. Uphold the stipulations of the Act through the performance of health and safety committee. Coordinate awarenesses to employees on SOPs of OHS. Assess maintenance of electrical and machinery equipment. Conduct workplace Hazard Identification Risk Assessment. Coordinate SHERQ training needs. Coordinate SHERQ risk register. Monitor and evaluate disaster departments. Develop minutes for OHS Meeting. Develop action plan from the meeting. Injury on Duty Knowledge and understanding of the Compensation for Occupational Injuries and Diseases Act (COIDA), Conduct investigation of reported near misses, occupational diseases and injury on duty. Compile an investigation preliminary report and finalization of the cases reported.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za
<u>POST 34/203</u>	:	<u>ORGANISATIONAL DEVELOPMENT OFFICER REF NO: REFS/056617</u> Directorate: Human Capital Management
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF level 6/7 in Management Services / Operations Management / Industrial Psychology / Production Management. Job Evaluation Certificate from National School of Government will be an added advantage. A minimum of 1 - 2 years' experience in OD environment. Valid driver's license. No criminal records. Skills & Knowledge: Problem solving. Negotiation. Decision making. Teamwork. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Planning and organizing. Interpreting and Evaluation information. Verbal communication. Computer Literacy. Presentation Skills. Report writing. Work Study investigation.
<u>DUTIES</u>	:	Render the development, review, alignment, and implementation of Organisational structure in line with the DPSA Organisational Design Guideline and directives. Conduct work study investigation reports and make recommendations. Coordinate and facilitate Staff Establishment reports. Provide input on structural and establishment changes. Conduct change management function in the department. Conduct work study investigation. Monitor the implementation of approved departmental Human Resource Delegations. Coordinate and implement the job evaluation function. Coordinate job description function. Facilitate and coordinate the review of business process mapping.

<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/204</u>	:	<u>EMPLOYEE RELATION OFFICER REF NO: REFS/056593</u> Directorate: Human Capital Management
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a National Diploma / Degree (NQF level 6/7) in Labour Relations / Human Resources Management / Labour Law / LLB / Employee Relations or relevant qualification as recognised by SAQA. A minimum of 1 - 2 years' experience in Employee Relations environment. Valid driver's license. Skills & Knowledge: Problem solving. Negotiation. Decision making. Interpretation of policies. Self-motivation. Verbal communication. Written communication. Interpersonal skills. Customer service. Computer literacy.
<u>DUTIES</u>	:	Render and coordination of employee relations training and capacity building interventions. Report analysis of the impact of employee relations processes and policies in the Department. Monitor and provide employee relations advice and technical support to line unit. Monitor and coordinate case management system and generate reports. Answer and referred complex and sensitive labour relations policy interpretation, employee relation issues. Provide support role to all employee relations issues. Assist on conducting research and benchmarking initiatives for the best practices and employee relations practices accordingly. Provide support on the correct interpretation and implementation of the Departmental policies and PSCBC Resolutions in Labour Relations. Provide support on the management of the disciplinary processes. Analyse trends of misconduct activities and advice appropriate intervention. Provide customer service to employees in respect of grievances and poor performance management. Provide support on the management of the disciplinary processes. Analyse trends of misconduct activities and advice appropriate intervention. Provide customer service to employees in respect of grievances and poor performance management. Coordinate and facilitate the resolution of grievances. Render the investigations on misconduct and initiate for the employer. Monitor and promote high standard of Professional ethics and Code of Conduct in the Department. Provide support for labour relations procedures according to the provision of the labour relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings. Render the activities with inter alia, the coordination and administration of grievances, disciplinary hearings and labour relations circulars. Assist on the development of departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Support the Department in conciliation and arbitration proceedings. Support and administration of the resolution of disputes processes. Provide supportive roles in consultation with the State Attorneys on more complex matters. Participating in negotiations and discussions with unions and other employee representatives to reach collective agreements on various employment-related matters. Understanding the department's objectives, advocating for its interests, and contributing to the development of fair and sustainable employment practices. Negotiate in good faith to achieve a fair and balanced outcome that aligns with the department's goals. Analyse union proposals, assess their potential impact, and formulate appropriate responses. Implement the agreed-upon terms are accurately reflected in a formal collective agreement. Assist for the Informing relevant stakeholders within the department about the outcome of the bargaining process and its implications. Render the implementation of the collective agreement to ensure compliance and address any issues that may arise.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: (011)355 2615 / 066 131 9370
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRWestCorridor@gauteng.gov.za

<u>POST 34/205</u>	:	<u>LANGUAGE PRACTITIONER: SIGN LANGUAGE REF NO: REFS/056597 (X2 POSTS)</u> Directorate: Heritage
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification (NQF Level 6/7) in Languages or equivalent qualification with one of the relevant languages as major subject. A minimum of 3 Years' Experience. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.
<u>DUTIES</u>	:	Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited documents to the supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited documents. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as a link between the writers and publishers. Editing documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support regarding language programmes. Monitoring the implementation of approved sign language programmes.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/206</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056606</u> Directorate: Security and Facility Management
<u>SALARY</u>	:	R338 106 per annum (plus benefits) (Level 07), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011)355 2714 / 071 853 3669.

<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/207</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056611</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRSouthCorridor@gauteng.gov.za
<u>POST 34/208</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056614</u> Directorate: Arts, Culture and Heritage
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRSouthCorridor@gauteng.gov.za

<u>POST 34/209</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/056619</u> Directorate: Sport Development
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) Secretariat Diploma or equivalent qualification as recognized by SAQA. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Analytical skills, Project Management skills, Report writing skills, Problem solving, Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge: Knowledge of Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date regarding prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records of basic minutes of the meetings of the manager were required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za
<u>POST 34/210</u>	:	<u>SPORT PROMOTION OFFICER</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	West Corridor. East Corridor. North Corridor. South Corridor: Ref No: REFS/056587: West Corridor (X2 Posts) Ref No: REFS/056590: East Corridor (X2 Posts) Ref No: REFS/056602: North Corridor (X2 Posts) Ref No: REFS/056608: South Corridor (X2 Posts)
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Sport and Recreation Management/ Sport Science/ Sport Development/ Sport Administration, or relevant qualification as recognized by SAQA. No experience required. Relevant experience will be an added advantage. A driver's license. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370 Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924 Mr. Bongani Mkhwebane Tel No: (011) 355 2539 / 079 869 7312 Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: West Corridor applications to be emailed to SACRWestCorridor@gauteng.gov.za South Corridor applications to be emailed to SACRSouthCorridor@gauteng.gov.za North Corridor applications to be emailed to SACRNorthCorridor@gauteng.gov.za

East Corridor applications to be emailed to
SACREastCorridor@gauteng.gov.za

<u>POST 34/211</u>	:	<u>CULTURAL OFFICER REF NO: REFS/056613 (X2 POSTS)</u>
	:	Directorate: Creative Arts
<u>SALARY</u>	:	R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Central Corridor. East Corridor. South Corridor:
	:	Ref No: REFS/056618: East Corridor (X1 Post)
	:	Ref No: REFS/056620: South Corridor (X4 Posts)
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a three-year tertiary qualification (NQF level 6/7) in Fine Arts / Creative Industries / Heritage / Performing Arts / Visual Arts or related qualification as recognized by SAQA. No experience is required. Relevant experience will be an added advantage. A valid driver's license. No criminal record. Skills & Knowledge: Organizational skills. Computer literacy (MS. package). Problem solving. Report writing. Analytical. Decision making. Teamwork. Verbal & Written communication. Research. Discipline. Presentation.
<u>DUTIES</u>	:	Facilitate transformation of performing and visual arts to impact on socio-economic development. Promote and develop community/public based arts, culture and heritage programmes. Establish and maintain partnerships with relevant stakeholders. Manage the implementation of youth development programmes and projects. Promote socio-cultural development of vulnerable groups. Identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector. Promote the culture of reading and writing, SA craft, music sector and technical service industries and multimedia (audio-visual, design, visuals arts) sector. Design and conduct awareness campaigns to promote arts and culture programmes. Liaise with all relevant stakeholders. Conduct research on arts and culture programmes. Promote usage of Arts Centre's and integrated crafts hubs. Promote and develop community/public based arts and culture programmes. Coordinate the establishment and provide support to arts and culture structure. Implement policies and strategies for arts, culture and heritage sector. Provide advice to all relevant stakeholders on arts and culture matters. Coordinate the establishment and provide support to arts and culture structure. Implement policies and strategies for arts, culture and heritage sector. Provide advice to all relevant stakeholders on arts and culture matters. Monitor and evaluate funded projects and programmes. Develop and maintain database of arts, culture and heritage institutions. Provide administration and technical support for arts and culture programmes. Monitoring the implementation of approved programmes for all funded organizations and institutions. Coordinate and ensure provision of coaching, discipline and mentoring of staff to improve performance. Supervise the performance of staff and ensure assessment of their performance. Consolidate budget in the sub – directorate. Monitor the budget and expenditure. Manage the compilation of various reports and statistics. Supervise leaves in the sub - directorate.
<u>ENQUIRIES</u>	:	Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669 Ms. Vivien Khanye Tel No: (011) 355 2720 / 060 978 6924 Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
<u>APPLICATIONS</u>	:	must be online at https://jobs.gauteng.gov.za or emailed to: Central Corridor applications to be emailed to SACRCentralCorridor@gauteng.gov.za South Corridor applications to be emailed to SACRSouthCorridor@gauteng.gov.za East Corridor applications to be emailed to SACREastCorridor@gauteng.gov.za
<u>POST 34/212</u>	:	<u>EDUCATIONAL OFFICER REF NO: REFS/056592</u>
	:	Directorate: Heritage
<u>SALARY</u>	:	R280 278 per annum (Level 06), (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities / Languages/ Museums /Heritage Studies or relevant qualification as recognized by SAQA. A minimum of 1-2 years' experience in the relevant field. Driver's License (Code B). Skills: Interpersonal Relations, Problem Solving, Conflict Management, Excellent Verbal and Written Communication, Coordination,

Computer Literacy, Report Writing. Skills: Management skills. Good interpersonal skills. Organizing skills. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandums. Analytical thinking. Budget and financial management. Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Basic HR matters such as what resources are available, which training is available, relations practices/guidelines. Documents storage, tracking and retrieving. How to do basic planning, i.e. supplies needed/processes to follow to perform tasks. How to plan activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system. Working procedures in respect of working environment.

DUTIES : Working with individuals to create learning plans. Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring. Community capacity building through supporting the development of community or local voluntary groups. Identifying the training needs of local volunteers and providing them. Formulating service plans and priorities in cooperation with other providers. Engaging with individuals and community groups, such as residents' associates, parents' groups, and young people. Identifying local interests and needs and ways to meet them. Managing staff and volunteers and dealing with team training (more usual un senior roles). Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups. Helping potential learners to overcome existing barriers to learning.

ENQUIRIES : Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
APPLICATIONS : must be online at <https://jobs.gauteng.gov.za> or emailed to: SACRCentralCorridor@gauteng.gov.za

POST 34/213 : **AUXILIARY SUPPORT WORKER (ARTS)**
 Directorate: Creative Arts

SALARY : R201 093 per annum (Level 04), (plus benefits)
CENTRE : West Corridor. East Corridor
 Ref No: REFS/056600 West Corridor (X2 Posts)
 Ref No: REFS/056607 East Corridor (X1 Post)

REQUIREMENTS : The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project Management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.

DUTIES : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370
 Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934

APPLICATIONS : must be online at <https://jobs.gauteng.gov.za> or emailed to:
 West Corridor applications to be emailed to SACRWestCorridor@gauteng.gov.za
 East Corridor applications to be emailed to SACREastCorridor@gauteng.gov.za

POST 34/214 : **AUXILIARY SUPPORT WORKER (SPORT)**
 Directorate: Sport and Recreation

SALARY : R201 093 per annum (Level 04), (plus benefits)
CENTRE : East, West, North, South Corridor:
 Ref No: REFS/056621: West Corridor (X1 Post)
 Ref No: REFS/056622: North Corridor (X1 Post)
 Ref No: REFS/056623: East Corridor (X1 Post)

REQUIREMENTS : The successful candidate should have a Grade 12 certificate. No previous experience is required. A driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving.

	Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.
<u>DUTIES</u>	: Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain databases, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping statistics regarding condition of equipment.
<u>ENQUIRIES</u>	: Mr. Nkhumeleni Magadze Tel No: (011) 355 2615 / 066 131 9370 Mr. Ouwen Gaveni Tel No: (011) 355 2861 / 071 855 8934
<u>APPLICATIONS</u>	: must be online at https://jobs.gauteng.gov.za or emailed to: West Corridor applications to be emailed to SACRWestCorridor@gauteng.gov.za East Corridor applications to be emailed to SACREastCorridor@gauteng.gov.za
<u>POST 34/215</u>	: <u>SECURITY OFFICER REF NO: REFS/056613</u> Directorate: Securities and Facilities Management
<u>SALARY</u>	: R170 226 per annum (Level 03), (plus benefits)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: The successful candidate should have a Security Grade C or above and PSIRA certificate. No previous experience is required. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & PSIRA Act 56 of 2001). Knowledge of emergency procedures in the workplace.
<u>DUTIES</u>	: Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized people and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied bypass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers.
<u>ENQUIRIES</u>	: Ms. Cynthia Mabaso Tel No: (011) 355 2714 / 071 853 3669
<u>APPLICATIONS</u>	: must be online at https://jobs.gauteng.gov.za or emailed to: SACRCentralCorridor@gauteng.gov.za

PROVINCIAL TREASURY

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



APPLICATIONS CLOSING DATE NOTE

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

OTHER POSTS

POST 34/216

- : ADMINISTRATIVE SUPPORT AND COORDINATION REF NO:
REFS/056537
Directorate: Office of the MEC

SALARY CENTRE REQUIREMENTS

- : R932 292 per annum, (all-inclusive package)
: Johannesburg
: An appropriate Degree or equivalent qualification at NQF level 6. 3 years' experience below Middle management (Assistant Director)/ Middle management level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.

DUTIES

- : The incumbent will be responsible to Co-ordinate all reporting and documentation supports the collection and review of events in the portfolio and produce all reporting requirements identified by the Stakeholders, Executive Sponsors, and Executive Management and Manage the administrative activities within the office. Produce reports used to drive project status and portfolio review meetings and manage the administrative activities within the office of the executive authority. Collect project information, applying tools, and coordinating the day-to-day steps of the portfolio management process and liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Facilitate events/program/portfolio review of key projects/programs and Render a Cabinet/executive council support service to the executive authority. Work with project and program managers on compliance, templates and best practices and implements and maintains the necessary controls and procedures to cost effectively protect information systems assets from intentional or inadvertent modification,

		disclosure, or destruction. Provide protocols services to the Executive Authority (EA). Supervise employees.
<u>ENQUIRIES</u>	:	Mr. Robert Tsotetsi at 073 272 7131– email: robert.tsotetsi2@gauteng.gov.za
<u>POST 34/217</u>	:	<u>ADMINISTRATIVE OFFICER: PPP (PUBLIC PRIVATE PARTNERSHIPS)</u> <u>REF NO: REFS/056538</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R338 106 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	NQF Level 7 in Finance / Commerce / Economics / Built Environment / Law / Public Management / Project Management Driver's Licence. 1 – 2 years' experience in Infrastructure/ Law/Commerce/Project Management.
<u>DUTIES</u>	:	To provide admin and technical support to the implementation of Municipal and Provincial Public Private Partnerships (PPP) infrastructure projects. Provide technical support to the monitoring of compliance to relevant regulations governing Public Private Partnership's (PPP's). Provide support and advice for Public Private Partnership (PPP)Infrastructure initiatives. Facilitate the implementation of PPP infrastructure projects. Identify and assess potential Public Private Partnership (PPP) infrastructure projects. Provide support to management on Ad-hoc / non Public Private Partnership (PPP) related tasks and projects.
<u>ENQUIRIES</u>	:	Ms. Baleseng Sedibe – email: baleseng.sedibe@gauteng.gov.za

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

This department is an equal opportunity, affirmative action employer, whose aim is to produce representivity in all occupational categories in the Department

OTHER POSTS

<u>POST 34/218</u>	:	<u>MEDICAL OFFICER: (GRADE 1,2,3) REF NO: GS 8/26</u> Component: Internal Medicine
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENTS</u>	:	Grey's Hospital- Pietermaritzburg Metropolitan Complex
	:	Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 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 performing community service as required in South Africa. Senior Certificate Grade 12 or equivalent Plus MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice The Employment Equity Target for this post is: African Male, African Female Additional Qualification/ Information Required Prior clinical care experience in Internal Medicine will be considered as an advantage at short-listing. Internal Medicine specific certification / examinations through the CMSA including the Diploma in Internal medicine and FCP Part 1 will be an added advantage at short-listing. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics.
<u>DUTIES</u>	:	Clinical skills appropriate to the delivery of Internal Medicine services in the context of Grey's Hospital, as a tertiary health care facility and referral centre. Perform duties as part of an extended health care team providing 24 hour per day health care services. Note: Performance of Group 3 Overtime (13 – 20 hours per week) is mandatory but may be subject to change depending on operational demands Performance of duties in Area 2, as determined by the Chief Specialist in Internal Medicine and may include rotations between hospitals in the Pietermaritzburg metropole and outreach service to hospitals in Area 2 Performance of tasks supporting clinical care, as allocated by the management team; Participation in quality improvement programmes is required. Contribute to the development of the service by willingness to learn and teach, including undergraduate and intern teaching and participation in academic activities of the department, including research. Participate in quality assessment initiatives and audits Provide supervision and support to staff involved in health care services and facilitate the provision of health services.
<u>ENQUIRIES</u>	:	Dr M Bizaare Tel No: (033) 897 3289
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200, or Hand delivered to 201 Town Bush Road, Northern Park, Pietermaritzburg, 3201, Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mrs M. Chandulal

<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za . Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/219</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT -PHC) REF NO: SMCHC 01/2026 (X1 POST)</u> Directorate: SMCHC
<u>SALARY</u>	:	R720 821 - R821 454 per annum, plus Rural Allowance (provided the post meets the requirements), plus 13th Cheque, Medical Aid (optional). Housing / Home Owners allowance (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	ST Margaret's CHC (Riverside Clinic)
<u>REQUIREMENTS</u>	:	The Above Post: Grade 1: Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, Registration with SANC as general Nurse (Current South African Nursing Council receipt-license to practice 2026) Basic R425 qualification (i.e., Degree/ Diploma in Nursing qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC General Nurse (Current South African Nursing Council receipt –licence to practice 2026. A Post basic qualification in Primary Health Care, Clinical Nursing science, Health assessment, Treatment and Cure with duration of at least one year, accredited with the South African Nursing Council PHC. A minimum of 9 years appropriate experience in Nursing after registration as a professional Nurse and Midwifery with the SANC in General Nursing, of which 5 years must be recognisable experience after obtaining 1 year post basic qualification in primary Health care. Experience in TB/HIV/AIDS management, HIV/AIDS Certificate, Diploma. Driver's License, Computer Certificate and NIMART Training. Knowledge, Skills, Training and Competence Required: Thorough knowledge and insight of nursing care processes and procedures, nursing statuses and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Operational management skills. Ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Problem solving, Information management and Planning and Organizing skills, Computer skills. Leadership, decision making, supervisory and problem-solving skills. Coaching, conflict handling and counselling skills. Financial and Budgetary knowledge and skills pertaining to the relevant resources under management. Disciplinary code procedure, Grievance procedure and financial policies and practices.
<u>DUTIES</u>	:	Responsible for overall supervision of an integrated quality and comprehensive primary health care services delivery to the community. Improve outcomes of by focusing on health prevention, Health promotion, curative and rehabilitative approach through implementation of policies, guidelines and SOPs. Ensure PTC and adherence counselling is being provided to clients in the facility. Promote advocacy, disclosure and adherence to treatment and care thus, ensuring that facilities comply with the Batho Pele Principles. Ensure provision of Primary prevention and strategies and integrated screening of TB, HIV, COVID 19, NCDs STIs and Mental Health. Ensure availability of medication, essential equipment and supplies as well as proper utilization thereof. Participate in the realization and maintenance of ideal clinic program, (ICRM)

to comply with norms and standards of the health establishment according to OHSC. Ensure data Management is implemented and monitored. Ensure communication and collaboration with other stakeholders is improved through the support of OSS interventions. Maintain intersectoral collaborations with other government structures. Participate in monitoring of hr performance through EPMDs.

<u>ENQUIRIES</u>	:	All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222
<u>APPLICATIONS</u>	:	Applications must be directed for Attention: Mr. TL Nzimande: Human Resource Manager: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivered to: St Margaret's CHC, Clydesdale Location, uMzimkhulu, 3297, or Email to: Stmargaret'sHospital.HRjobApplication@kznhealth.gov.za
<u>NOTE</u>	:	An application must be submitted on the 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 Note: Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. NB 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. This Department is an equal opportunity; affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g., ref SMCHC01/2026. Please note that failure to comply with the above instructions will disqualify applicants. Please 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, there will be no acknowledgement of applications. Should you not hear from us 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. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.
<u>CLOSING DATE</u>	:	09 October 2026
<u>POST 34/220</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: UTHUK 09/2026 (X1 POST)</u> Component: TB Conditional Grant
<u>SALARY</u>	:	Grade 1: R413 121 - R472 359 per annum Grade 2: R482 499 - R 550 389 per annum Grade 3: R564 822 – R 683 808 per annum Other Benefits: 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements) Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Uthukela District Office
	:	Radiographer Grade 1 Nil Experience after registration with HPCSA in respect of RSA qualified who have performed community services and the appropriate/recognizable experience in respect of foreign qualified not required to perform community service. Radiographer Grade 2 minimum of 10 years appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services in the appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. Radiographer Grade 3 minimum of 20 years with appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services, and 21 year appropriate/recognized experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. Knowledge, Skills, Training And Competencies Required: Sound knowledge of diagnostic Radiography procedures, including computed tomography and fluoroscopy, and equipment. Sound knowledge of radiation control and safety measures. Computer literacy. Knowledge of

		relevant health and safety Acts. Ability to communicate effectively and problem-solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests
<u>DUTIES</u>	:	To provide high quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures completely to prevent complications. To provide a 24-hour radiographic service including weekends and public holidays. To perform reception, clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principals.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T.J. Mpenbe Tel No: (036) 631 2202, Ext. 102
	:	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 your application: UthukelaDistrictHealth.HRJobapplication@kznhealth.gov.za and apply on Siyathesha waya waya Eservices.
<u>FOR ATTENTION NOTE</u>	:	Assistant Director: HRM
	:	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 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 09/2026. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. 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). 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 constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African females are encouraged to apply due to employment equity target. Please note that due to financial constraint 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.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/221</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: STC01/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R338 106 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements), plus 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	ST Chads CHC
	:	Standard 10/ Grade 12.3-5 years' experience in patient administration component. NB: Valid driver's license Code 8/10. Certificate in Record Management. Knowledge, Skill, Training and Competencies Required: Extensive knowledge and experience in patient administration procedures. Sound knowledge of Public Finance Management Act, Treasury instruction, UPFS and handling of money. Supervisory and leadership skills. Organizing, planning and problem-solving skills. Interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Conduct employee's performance review and compile report. Supervise staff and ensure proper implementation of EPMDS. Ensure implementation of UPFS through proper assessment of patient. Develop implement and maintain patient

		administration systems and services for the CHC/Hospital to ensure quality standards are met. Assist with the collection and verification of patient related information /statistics and the development of reports in support of accurate and timeous management reporting processes. Supervise and control the safekeeping of patient records and patient valuable. Develop, implement and monitor measures designated to optimize the collection of revenue. Ensure preparation and submission of financial reports/returns on monthly basis and perform month end /year and process. Develop, implement, monitor and review risk management plans. Participate in service delivery program. Develop, implement and monitor measures aimed at reducing waiting time. Implement discipline and guidance. Ensure effective efficient and economical utilization of resources allocated to the component including the development of staff.
<u>ENQUIRIES</u>	:	Mr. SL Khoza Tel No: (036) 637 9600
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Assistant Director: HRM St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381. or E-mail to: Antony.Jele@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	The Assistant Director: HRM
<u>NOTE</u>	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on Z83, e.g. STC 10/2026. Failure to comply with the above instructions will disqualify. 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 appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disabilities is encouraged to apply. Please note that the Employment Equity Target for this post is African Male.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/222</u>	:	<u>ARTISAN PLUMBER REF NO: STC02/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R237 453 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements), plus 8% Rural Allowance.
<u>CENTRE</u>	:	ST Chads CHC
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) N3/NQL 3. Passing a trade test in plumbing in terms of section (1 392) of the manpower training act 1981, as amended. Artisan Grade A: 0-2 years' experience in plumbing field. Artisan Grade B: At least 14 years' appropriate/recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. NB: work experience (certificate of service) endorsed by HR Office. Valid driver's license Code 8/ 10. Certificate in Records Management. Knowledge, Skill, Training and Competencies Required: Knowledge of Occupational Health and Safety and safety standards. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently. Ability to work under pressure. Good communication skills (both verbal and written). Knowledge of Batho Pele principles.

DUTIES

: Installation, Repairs and maintenance of high pressure and low-pressure geyser. Installation and repairs to toilets, urinals and other ablution facilities such as shower and baths. Etc. Installation and repair to water sewerage reticulation system. Clear blocked drains, guttery, down pipes, wastewater lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply readings daily. Daily reporting fault, job progress and daily completion of job card/time sheets as per auditor's instruction Be prepared to visit primary health care clinics to perform maintenance duties when required. Installation of gutter and down pipes and galvanized pipes. Compile and submit reports, provide input on the compilation of technical report. From part of multi-disciplinary team doing rounds in the hospital and clinics and necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties. To take responsibility for in-house training and advancement of subordinates. To perform standby duties and after-hours call outs. Keep an up to date and current equipment register .Be responsible for materials issued and completing job cards .Always adhere to safe working practices (in accordance to the O.H. & S ACT85/1993) .Daily reporting fault progress and daily completion of job cards/time sheets as per auditor's instructions .Job cards for completed work must be signed by the department concerned and list material used .Attend safety and practical orientated training courses and lectures .To perform standby duties and after-hours call outs. These duties at times can include the duties associated with other trade such as the fitter, plumber the carpenter. Work overtime with remuneration when considering and with the approval of the maintenance supervisor must be prepared, at times of crisis, to perform other essential services such as strikes, floods etc.viz. Maintenance oriented duties.

**ENQUIRIES
APPLICATIONS**

: Mr. SL Khoza Tel No: (036) 637 9600
: All applications should be forwarded to: The Assistant Director: HRM St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381. or E-mail to: Antony.Jele@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: The Assistant Director: HRM
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on Z83, e.g. STC 10/2026. Failure to comply with the above instructions will disqualify. 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 appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disabilities is encouraged to apply. Please note that the Employment Equity Target for this post is African Male

CLOSING DATE

: 05 October 2026

DEPARTMENT OF HUMAN SETTLEMENTS

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointment/s.

<u>APPLICATIONS</u>	:	Applications must be posted to: The Head of Department, KwaZulu-Natal Department of Human Settlements, Private Bag X54367, Durban, 4000 or hand delivered to: The Acting Director: Human Resource Management and Development, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001
<u>FOR ATTENTION</u>	:	Mr. TW Khalishwayo Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>CLOSING DATE</u>	:	07 October 2026
<u>NOTE</u>	:	Applications not submitted on the fully completed new Z83 application forms will not be considered. Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialed as failure to do so may lead to disqualification of the application during the selection process. 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. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

<u>POST 34/223</u>	:	<u>DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY</u> <u>MANAGEMENT REF NO: D: IMST 09/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all inclusive)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle/senior management experience in IT and IMS environment. Successful completion of the Nyukela Public Service Pre-entry programmes as endorsed by NSG. A valid driver's license. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and the interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA, Knowledge of Public Finance Management Act and Treasury Regulations, Knowledge of Promotion of Information Act, Extensive knowledge of Global Information Technology process, Knowledge of SITA Act, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Archives Act, Public service knowledge of COBIT, ITLL and ISO, Knowledge of IT guidelines. Strategic Planning Skills, Computer Skills, Time Management, Analytical Skills, Technical Expertise, Facilitation Skills, Presentation Skills, Management Skills, Communication Skills, Assertiveness, Negotiation Skills, Decision Making Skills, Networking.
<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Ensure the provisioning of information technology services, equipment and software programs in the department; Ensure the provision of information system requirements in the department; Ensure the provision of information

		management support services in the department; Establish and maintain information resource centre in the department; Manage effective and efficient utilisation of human and financial resources of the directorate.
<u>ENQUIRIES</u>	:	Related to the post can be directed to: Mr. SM Mbili Tel No: (033) 392 6434
OTHER POSTS		
<u>POST 34/224</u>	:	<u>DEPUTY DIRECTOR: ICT BUSINESS SOLUTION AND IT GOVERNANCE REF NO: DD ICT 09/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (MMS package)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A tertiary qualification in Information and Communication Technology (ICT) or Computer Science (NQF 7) and a minimum of 3 years junior management experience. Computer literacy in the office software packages. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Knowledge of Public Service Act (PSA) and Public Service Regulations (PSR), Knowledge of the Promotion of Access to Information Act (PAIA) and the Electronic Communications and Transactions Act (ECT) and related legislature, Knowledge of Human Resource prescripts, Labour Relations Act, Skills Development Act, Knowledge of Archives Act, Knowledge of SITA Act and Regulations, Knowledge of Treasury Regulations, Knowledge of National Intelligence Agency IT guidelines, Public Service knowledge of COBIT, Knowledge of global information technology processes, Knowledge of computer hardware and software, Knowledge of computer operating systems Strategic planning and management skills, financial management skills, time management skills, project/programme management skills, facilitation skills, research skills, problem solving skills, report writing skills, change management skills, communication skills, analytical thinking skills, people management and empowerment skills, influencing, interpersonal and conflict management skills, negotiation and decision-making skills Service orientated, ability to work under pressure, flexibility to work extra hours, team orientated, honesty, integrity, innovative, self-driven, assertiveness, confidentiality.
<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Manage the development and implementation of the IT Strategy for the department; Manage IT Business Solutions within the department; Manage IT disaster recovery and business continuity plan; Develop policies, strategies and ICT Governance framework aimed at improving service delivery; Manage resources of the sub-directorate.
<u>ENQUIRIES</u>	:	related to the above-mentioned post can be directed to: Ms. OG Anderson Tel No: (031) 336 5332.
<u>POST 34/225</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION, CONTRACT AND BID MANAGEMENT REF NO: DD SCM 09/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (MMS package)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate 3-year tertiary qualification at NQF Level 7 in Supply Chain/Logistics Management, with 3–5 years' experience in junior management within Supply Chain Management environment (Demand, Acquisition, Contract and Bid management). A valid driver's license is compulsory. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury regulations, Knowledge of SCM Delegation and SCM Practice Notes, Knowledge of PPPFA, Knowledge of Regulation 2022, Knowledge of Procurement Act, Knowledge of Public Service Regulations, HR Practices and Policies, Knowledge of Labour Relations Act, Knowledge of Supply Chain policies and procedures, Knowledge of BAS, Knowledge of Debtor system, language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic planning skills, organizational skills, Research skills, Analytical skills, Leadership skills, Financial management skills, Time management skills, Time management skills, Report writing skills, Problem solving skills, Communication skills, Conflict management skills, Change management skills, Project management skills, People management skills, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, professionalism, Cultural sensitive, Perseverance and Punctual.

<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Manage the provisioning functions for the whole department; Manage the administration of demand, acquisition, contracts and bid management, Monitor compliance with financial delegation, supply chain management delegations or policies and other related legislations and give guidance to the department, Identify risk management and strategies to eliminate fraud and to ensure efficient, effective processes relevant to the component, Manage human and financial resources.
<u>ENQUIRIES</u>	:	related to the abovementioned post can be directed to: Mr. HS Mthembu Tel No: (031) 336 5169
<u>POST 34/226</u>	:	<u>PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A-C (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R791 604 – R1 189 767 per annum, (OSD)
	:	eThekweni District – North Ref No: PTRP 09/2026 (X1 Post)
	:	iLembe District Ref No: PTRP IL 09/2026 (X1 Post)
	:	Amajuba District Ref No: PTRP AD 09/2026 (X1 Post)
	:	King Cetshwayo District Ref No: PTRP KD 09/2026 (X1 Post)
	:	uMgungundlovu District Ref No: PTRP UMG 09/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. Three years post qualification Town and Regional Planning experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and Project management; Urban/Town and Regional Planning principles and methodologies; Knowledge of Research and Development; Knowledge of computer-aided applications; Urban/Town and Regional Planning knowledge of legal compliance, creating high Performance culture, Technical consulting, Professional judgement Knowledge of legal compliance; Knowledge of technical report writing; Networking; Decision making skills; Team work; Analytical skills; Creativity; Self-management; Problem solving and analysis skills, Customer focus and responsiveness; Communication literacy; Computer skills; Planning, organizing and execution skills; Language proficiency; Listening skills. The successful candidate will perform the following Key Results Areas: Ensure the application of town and regional planning principles in land development; Office administration and budget planning; *Human capital development; research and development.
<u>ENQUIRIES NOTE</u>	:	Mr. LG Biyela Tel No: (031) 336 5403
	:	NB: Applicants are requested to submit applications for each district in a separate application form.
<u>POST 34/227</u>	:	<u>ASSISTANT DIRECTOR: HOUSING FUNDS RECONCILIATION REF NO: AD: HFMR 09/2026</u>
<u>SALARY CENTRE</u>	:	R487 197 per annum (Level 09)
	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Degree or National Diploma in Accounting and Financial Management coupled with minimum of 5 years' experience in Financial Management as well as minimum of three years in a supervisory experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the Public Service and Public Service Regulations, Knowledge of Public Finance Act and MFMA, Knowledge of Housing Policies and Regulations, Knowledge of Basic Accounting Principles, Knowledge of General Accepted Accounting Practice, Knowledge of white paper in housing, Knowledge of Labour Relations, Knowledge of Treasury Regulations, Knowledge of Project Management, Knowledge of Constitution of Republic of South Africa, Knowledge of Promotion of Access of Information Act, Financial management skills, Project management skills, Communication skills (written & verbal), Problem solving skills, Conflict management skills, Facilitation skills, Interpersonal skills, Presentation skills, Research skills (quantitative and qualitative), Analytical skills, Driving, Influencing skills, Time management skills, Networking skills, Client focus skills, General Recognized Accounting Practice, Computer literacy, Willingness to learn and Team building, Independent, Client/ customer focus (both internal & external), Work under pressure, Flexible and open to challenge, Service oriented, Integrity, Quick thinker.

<u>DUTIES</u>	:	The successful candidate will perform key Performance Areas: Monitor the Municipal Housing Operating Accounts (MHOA) held at Municipality; Monitor funds treasured to Municipality and Entities; Facilitate financial close out projects; Provide advice and guidance and input to policy; Manage effective and efficient financial, human resources of the component to ensure achievement of objectives.
<u>ENQUIRIES</u>	:	related to the abovementioned post can be directed to: Mrs. GZ Myeni Tel No: (031) 336 5415.
<u>POST 34/228</u>	:	<u>ASSISTANT DIRECTOR: BID MANAGEMENT REF NO: AD: BID 09/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Grade 12, a 3-year tertiary qualification at NQF Level 7 in Supply Chain/Logistics Management, Public Administration, Procurement management with 3–5 years' supervisory experience within Supply Chain Management environment (Bid management). A valid driver's license is compulsory. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury regulations, Knowledge of Supply Chain Management systems (Logis BAS), Knowledge of SCM Delegation and SCM Practice Notes, Knowledge of PPPFA, Knowledge of Regulation 2022, Knowledge of Procurement Act, Knowledge of Public Service Regulations, HR Practices and Policies, Knowledge of Labour Relations Act, Knowledge of Supply Chain policies and procedures, Knowledge of BAS, Knowledge of Debtor system, language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic planning skills, organizational skills, Research skills, Analytical skills, Leadership skills, Financial management skills, Time management skills, Time management skills, Report writing skills, Problem solving skills, Communication skills, Conflict management skills, Change management skills, Project management skills, People management skills, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, professionalism, Cultural sensitive, Perseverance and Punctual.
<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Manage, administer and coordinate Department Bids; Manage the Evaluation Component and conduct the Evaluation of Quotes up to R 1 million; Manage and provide guidance and advice on Procurement; Manage and control the utilization of resources in the division (human resources & financial).
<u>ENQUIRIES</u>	:	related to the abovementioned post can be directed to: Mr. HS Mthembu Tel No: (031) 336 5169.
<u>POST 34/229</u>	:	<u>CHIEF WORKS INSPECTOR (X6 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	uMzinyathi District Ref No: CWI UMZ 09/2026 (X1 Post) Zululand District Ref No: CWI ZD 09/2026 (X1 Post) uMkhanyakude District Ref No: CWI UMK 09/2026 (X2 Posts) King Cetshwayo District Ref No: CWI KD 09/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Technical knowledge, Knowledge of Project Management principles, Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.
<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; Render an inspection service of work done on new projects and existing structures; Analyze and compile relevant project documents for new and existing structures; Manage the activities of contractors on project sites; Gather and submit information in terms of the extended public works programme; Supervise the performance and conduct of Works Inspectors.

<u>ENQUIRIES</u>	:	related to the above-mentioned posts can be directed to: uMzinyathi District – Mr. MF Yengwa Tel No: (033) 845 2020 Zululand District – Ms. Nolwazi Nombela Tel No: (031) 336 5223 uMkhanyakude District – Mr. Thabo Makeleni Tel No: (035) 572 1038 King Cetshwayo District – Mr. Njabulo Khanyezi at +27 0 111 0090
<u>NOTE</u>	:	NB: Applicants are requested to submit applications for each district in a separate application form.
<u>POST 34/230</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 REF NO: CDP 09/2026 (X1 POST)</u>
<u>SALARY</u>	:	R289 296 – R564 846 per annum, (OSD)
<u>CENTRE</u>	:	Ugu District
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Community Development, Social Sciences, Housing Studies, or a related Community Development qualification. A valid driver's licence. Knowledge, Skills And Competencies: Extensive knowledge of housing legislation, policy development and implementation; Extensive knowledge of housing delivery and development process; Computer based housing information systems; Knowledge of BEE, EPWP; Procurement, legal process, financial administration; Knowledge of HRM prescripts and Public Service Regulations; Knowledge of Contract Administration & Legal proceedings; Knowledge of Building Structure Standards; Basic knowledge of Infrastructural Services; Knowledge of local government structures and legislation; Knowledge of public service act; Knowledge of PFMA, MFMA and Treasury Regulations; Ability to interpret and apply policy; Problem solving; Project management; Report writing skills; Project Facilitation; Computer literacy; Interpersonal relations; Conflict resolution; Communication skills; Financial skills; Basic Housing design and specification (PHP); Co-ordination skills; Planning skills; Time management skills; Public speaking; Protocol skills (Inkosi); Listening skills; Presentation skills; Demonstrate interest in housing matters; Receptive to suggestions and ideas; Innovative thinker; Pro-active; Team orientated; Goal orientated; End user focus; Willingness to travel extensively; Client focus (Batho Pele); Work after hours/weekends where necessary.
<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Identify and facilitate the implementation of integrated community development in partnership with the community and other relevant stakeholders; Liaise and coordinate with all relevant role players, internal and external stakeholders (in departments, provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and to ensure the suitability of development actions with community; Support communities and perform administrative support on the community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	related to the abovementioned post can be directed to: Mr. WM Shange Tel No: (031) 319 3627.
<u>POST 34/231</u>	:	<u>SECRETARY TO THE DIRECTOR: IGR AND EXECUTIVE SUPPORT REF NO: SECR IGR 09/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 certificate. Computer literacy. A valid driver's license will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of the relevant legislation/policies/prescripts and procedures. Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills, Basic written communication skills, Ability to act with tact and discretion, Good grooming and presentation, Punctual, Honesty/ Trust/ Loyalty /tact, Dedicated, Sense of duty, Commitment, High level of reliability.
<u>DUTIES</u>	:	The successful candidate will perform the following Key Performance Areas: Provide a secretariat and receptionist support services to the Director; Provide clerical support services to the Director including but not limited to diary management, meetings and travel coordination, records management, routine correspondence, and general office administration; Remains up to date with

ENQUIRIES

regards to prescriptions/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.
related to the abovementioned post can be directed to: Ms. G Luthuli Tel No: (031) 336 5236.

DEPARTMENT OF TREASURY

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

APPLICATIONS

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

FOR ATTENTION

: Ms N Cele

CLOSING DATE

: 05 October 2026

NOTE

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

OTHER POST**POST 34/232**

: **DEPUTY DIRECTOR: PROVINCIAL MOVEABLE ASSET REF NO: KZNPT 26/41**

SALARY

: R932 292 per annum, (all-inclusive package)

CENTRE

: KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS

: A 3-year NQF Level 7 Degree or higher qualification in Financial Management / Accounting/ Commerce with accounting 3 as a major subject. A minimum of 3 years experience of junior management in an accounting, or asset management, or inventory management environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Public Finance Management Act. MTEF. Republic of South Africa Constitution. Planning Frameworks relevant legislation and plans. Public Service Act, 1994. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Strategic Planning. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework; and SCM Practices and Procedures. Public Service Regulation 2016. Government Immovable Asset Management Act, no. 19 of 2007. KZN Land Administration and Immoveable Asset Management Act, no. 2 of 2014. Knowledge of Modified Cash Standard (MCS). Accounting Practices (GRAP), or International Financial Reporting

Standards (IFRS). Movable and immovable Asset Management. Communication. Computer literacy. Financial Management. Strategic planning and management. Financial management. Leadership. Management. Human resource management. Project planning and management. Analytical. Conflict Management. Business process management. Good inter-personal relations. Problem solving. Change management. Presentation. Interpersonal Relation. Policy analysis and development. Project Management.

DUTIES : Monitor the development and the implementation of asset management frameworks, Governance and Compliance within Provincial Department and Public Entities. Ensure implementation, Monitoring and the improvement of asset and inventory management. Ensure the provisioning of guidance and technical advice on asset and inventory management. Ensure capacitation and stakeholder management on Asset and Inventory Management. Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. N Hlengwa Tel No: (033) 897 4352

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Applications are encouraged to be submitted through the e-Recruitment website at https://erecruitment.limpopo.gov.za , however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za , and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<u>CLOSING DATE</u>	:	06 October 2026 at 16h00 (Walk-in) and 23h59 (online).
<u>NOTE</u>	:	The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting the limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme . A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, "all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended: All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job. Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate. The Office shall communicate the logistics for the psychometric assessment to the candidate. The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to

security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The Office of the Premier is an affirmative action employer. Preference will be given to qualifying candidates from designated groups in line with the Employment Equity Plan and targets of the Office. Applicants with disabilities are requested to mention the nature of their disabilities on their CV. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) should be submitted by the shortlisted candidates to HR on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and all Office of the Premier Social media pages. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

OTHER POSTS

<u>POST 34/233</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: OTP: 07 / 26 / 01 (X1 POST)</u> Chief Directorate: State Law Advisory Services (Legal Services)
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (Level MR6)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate legal qualification (NQF level 7) in LLB / B. JURIS / B. Proc as recognized by the South African Qualification Authority (SAQA). A minimum of eight (8) years appropriate post qualification legal experience in labour matters. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Ensure a well-coordinated Civil & Labour Litigation Service and represent the Provincial Administration in Conciliation, Arbitration and Labour Matters. Provide legal advice to the Provincial Administration. Draft or edit Labour related contracts and Legal documents for the Provincial Administration. Perform delegated and assigned duties.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/234</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP: 07 / 26 / 02 (X1 POST)</u> Directorate: Financial Accounting and Management Services
<u>SALARY</u>	:	R487 197 – R584 370 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Financial Management environment at a Supervisory level. Knowledge of BAS & LOGIS systems will be an added advantage. A valid driver's license except for people with disabilities.

<u>DUTIES</u>	:	Manage and coordinate the processing of payments of suppliers through BAS and LOGIS systems. Compile monthly reports and Supplier reconciliation reports. Manage and maintain effective relationships with internal and external stakeholders. Supervise and manage staff within the accounts unit.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/235</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP: 07 / 26 / 03 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY</u>	:	R487 197 – R584 370 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's licence except for people with disabilities.
<u>DUTIES</u>	:	Facilitate Recruitment & Selection, Appointments and Probation processes. Monitor the capturing/updating of PERSAL Structure, Staff Establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate the development, implementation of the Human Resource and Employment Equity Plans as well as management of HR, Information and Systems.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/236</u>	:	<u>PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION & SYSTEMS REF NO: OTP: 07 / 26 / 04 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Human Resource Management / Development / Public Management / Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
<u>DUTIES</u>	:	Responsibilities: Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information on the PERSAL system. Facilitate Transfers, Secondments, Grade progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/237</u>	:	<u>ADMINISTRATIVE OFFICER: SERVICE DELIVERY INTERVENTION REF NO: OTP: 07 / 26 / 05 (X1 POST)</u> Directorate: Service Delivery Intervention
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Administration or related field. A valid driver's licence except for people with disability.

<u>DUTIES</u>	:	Provide support in the coordination of service delivery complaints. Provide administrative support in the coordination of Khaedu deployment programme. Provide administrative support in the management and coordination of performance evaluations of government priorities and interventions. Provide administrative support in the implementation of the issues raised during EXCO Outreach programmes. Provide administrative support in the coordination of customer surveys. Provide administrative support in the management of the Directorate.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
<u>POST 34/238</u>	:	<u>ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: OTP: 07 / 26 / 06 (X1 POST)</u> Directorate: Records and Facilities Management Services (Work Environment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Polokwane A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Auxiliary Services. A valid driver's license except for people with disabilities.
<u>DUTIES</u>	:	Render administrative services to the component. Monitor the provision of cleaning services. Monitor the maintenance of grounds. Manage staff within the unit.
<u>ENQUIRIES</u>	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	07 October 2026 at 16h30
<u>NOTE</u>	:	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. 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.

OTHER POSTS

<u>POST 34/239</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: S.4/3/8/99</u> Component: Security Management (Re-advert)
<u>SALARY</u>	:	R932 292 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric and a qualification at NQF level 6 in Security Management /Security Risk Management/Policing as recognised by SAQA. Security Grade A/B (PSIRA). 05 years' experience in Security Management environment of which three (03) years MUST be at Junior Management / Assistant Director level. State Security Agency (SSA) will be an added advantage. 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.
<u>DUTIES</u>	:	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. Advise 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.
<u>ENQUIRIES</u>	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/262.
<u>POST 34/240</u>	:	<u>ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: S.4/3/9/200</u> Component: Acquisition Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA in Supply Chain Management/Finance/Marketing/Economics or related field. 3 years' experience in Supply Chain Management environment. Valid Driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. 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.
<u>DUTIES</u>	:	Provide the district demand for goods and services: Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Provide the acquisition of goods and services: Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. Provide BAC secretariat: Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. Provide bids evaluation: Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. 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 professionals. 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.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
<u>POST 34/241</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO:S.4/3/1/120 (X1 POST)</u> Component: Mechanical Workshop (Re-advert)
<u>SALARY</u>	:	R253 341 per annum, OSD
<u>CENTRE</u>	:	Vhembe District – Sibasa Mechanical Workshop
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 boots 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.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790
<u>POST 34/242</u>	:	<u>ARTISAN PRODUCTION GRADE A REF NO: S.4/3/1/105</u> Component: Drainage structures (Re-advert)
<u>SALARY</u>	:	R253 341 per annum, OSD
<u>CENTRE</u>	:	Vhembe district
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612
<u>POST 34/243</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/3/126</u> Component: Lease and Municipal services (Re-advert)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mopani district
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 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. 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.
<u>ENQUIRIES</u>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 34/244</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u> Component: Finance: Logistics & Asset Management (Re-advert)
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Vhembe district: Thohoyandou and Collins Chabane Stores Thohoyandou Ref No: S.4/3/9/191 Collins Chabane Ref No: S.4/3/9/193
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

<u>APPLICATIONS</u>	:	Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex), email: nwcogtarecruit@nwpg.gov.za
<u>FOR ATTENTION</u>	:	Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
<u>CLOSING DATE</u>	:	05 October 2026, Time (15H30)
<u>NOTE</u>	:	Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate, and the post applies for by completing all relevant fields. The questions related to conditions that prevent re-appointment under part F must be answered, it requires an applicant to specify if any may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za . All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their conditions enquiries to the relevant person indicated on enquiries.

MANAGEMENT ECHELON

<u>POST 34/245</u>	:	<u>CHIEF DIRECTOR TRADITIONAL INSTITUTIONAL MANAGEMENT REF NO: 19/26-27</u> Chief Directorate Traditional Institutional Management Job Purpose: To oversee implementation of Traditional Institutional Management Services
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric / Grade 12 / Diploma/Degree (NQF Level 7) in Public Administration / Public Management / Public Governance / Business Administration / Management / Development Studies / Political Science/Law / Social Sciences/ Anthropology as recognized by SAQA. Minimum of 5 years' relevant experience at Senior Managerial level. Nyukela SMS Pre-Entry Certificate submitted prior to appointment, A valid driver's license Competencies / Knowledge / Skills: In-depth Knowledge of: Customary Law Intergovernmental Prescripts, Customary Initiation Act, Customary Initiation processes Customary laws of succession and genealogy, Traditional and Khoi San Leadership Act, Northwest Traditional Governance Framework Act, Northwest House of Traditional Leaders Act, Traditional Court Act. Public Finance Management Act, Public Service Act, Public Service Regulations, Promotion of Administration Justice Act. Protection Access to Information Act, Customary Law and Practices. Strategic planning and organizing, Monitoring and Evaluations, Facilitation, Decision Making, Conflict Resolution, Leadership, People Management, Accountability, Communication, Policy interpretation, Report writing, Computer Literacy, Analytical thinking.
<u>DUTIES</u>	:	Administer provision of Traditional Institutional and resource administration services Administer implementation of anthropology. indigenous information and initiation school management services. Administer provision of Traditional leaders and secretariat support services. Coordinate Traditional council, governance, rural development and administration support services. Coordinate Traditional Institutional Financial Administration Services.
<u>ENQUIRIES</u>	:	MF Sepeng Tel No: (018) 388 3297

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online applications including the Z83 and CV must be one document in PDF, indicating the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>CLOSING DATE</u>	:	05 October 2026 at 16H00 (walk-in and online), late application will not be considered
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the Employment Equity Plan for the Office, preference will be given to Persons with Disabilities, Youth, and Females for all these positions. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za , which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and

provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Directorate regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalisation of an appointment into any SMS post. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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. Incomplete Z83 and late applications will not be considered. Communication will be limited to shortlisted candidates only. Successful candidates for the advertised positions will be required to undergo personnel suitability checks, which include criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement, consider your application unsuccessful. The Office reserves the right not to make an appointment following this advertisement for any reason. Candidates who previously applied for the re-advertised positions are encouraged to re-apply they are still interested. NB: Due to austerity measures, the Office is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates.

OTHER POSTS

<u>POST 34/246</u>	:	<u>DEPUTY DIRECTOR: ICT SUPPORT SERVICES REF NO: NWP/OOP/2026/34</u>
		Job Purpose: To provide ICT Helpdesk Support Services within the Office of the Premier and NWPG
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 6 years' experience in ICT services /management at medium to large IT environment of which 3 years should be at Assistant Director Level. ITIL Certificate. Valid Driver's license. COBIT certification/qualification will be an added advantage. Knowledge, Skills and Competencies: Knowledge and understanding of ICT frameworks, government policies and prescripts. Knowledge of analysing statistical data. Strong written and verbal communication skills, Problem solving, good customer relations, customer focused, interpersonal skills and emotional intelligence. People management skills, understanding of working with systems, desktop and network support field. Good judgement and decision making.
<u>DUTIES</u>	:	Management and monitoring of provincial ICT service desk services. Ensure incidents and problem routing, first line support and escalation are done within services targets. Develop and implement a Help Desk Service Strategy and standard operating procedures. Follow ITIL framework and best practices. Manage and monitor user account activities. Effective and efficient management, supervision and mentor of the helpdesk team, including interns. Track provincial performance statistics and produce daily, monthly and quarterly reports, coupled with an annual improvement plan. Assess need for any system configurations, based on request trends and make recommendations. Communicate ICT service announcements to the clients. Participate in SLA engagements. Implement audit recommendations. Collaborate with other Departments on helpdesk matters.
<u>ENQUIRIES</u>	:	Ms. L Mofela Tel No: (018) 388 4033

<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment2@nwpg.gov.za
<u>POST 34/247</u>	:	<u>DEPUTY DIRECTOR: ICT USER SUPPORT REF NO: NWP/OOP/2026/35</u> Job Purpose: To manage and provide ICT users support services in NWPG.
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 5 years' experience in ICT at medium to large IT environment of which 3 years should be at Assistant Director Level. Valid Driver's license. ITIL Certification. Knowledge, Skills and Competencies: Knowledge and understanding of ICT frameworks, ITIL processes, government policies and prescripts. Knowledge of analysing statistical data. Strong written and verbal communication skills, Problem solving, good customer relations, customer focused, interpersonal skills and emotional intelligence. People management skills, understanding of working with systems, desktop and network support field. Good judgement and decision making.
<u>DUTIES</u>	:	Manage the computer support services. Provision of network support services. manage end user support services, Manage of mobile networking support service. Manage provision of peripheral device support, installation of software, configuration and network changes. Develop and maintain ICT end user support policies. Mentor and develop the team. Provide technical, direction, supervision and leadership to end user support team. Provide computer software and hardware maintenance and support. Ensure the availability of end-user support resources. The Management of Incident and Problem management services; Analyse incidents statistics and provision of solutions emanating from incidents and problems. Track performance statistics and produce reports of calls, ensure incidents are resolved with SLA, coupled with an improvement report. Participating in ICT projects.
<u>ENQUIRIES</u>	:	Ms. L Mofela Tel No: (018)388 4033
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment3@nwpg.gov.za
<u>POST 34/248</u>	:	<u>DEPUTY DIRECTOR: DR RSM DISTRICT REF NO: NWP/OOP/2026/36</u> Job Purpose: To manage the District Office, coordinate and monitor District wide service delivery improvement support programmes and Interventions
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year qualification in Public Administration, Social Science or equivalent qualification at NQF level 6 (NQF level and credits). 6 years' experience in Service Delivery services of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Local Government Prescripts; PFMA; LRA and PSA. Planning and organizing; Management and leadership; People management; Financial management; Computer and Interpersonal skills.
<u>DUTIES</u>	:	Manage the coordination of Thuntsha- Lerole Service Delivery programmes. Manage the functionality assessment of DDM structures. Manage Frontline Monitoring & Support Interventions. Manage Occupational Health & Safety. Manage Risk. Manage resolutions of service delivery complaints.
<u>ENQUIRIES</u>	:	Dr. A. J Mothupi Tel No: (018) 388 5735
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment4@nwpg.gov.za
<u>POST 34/249</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: NWP/OOP/2026/37</u> (Re-advert) Job Purpose: To coordinate, manage and monitor International Relations across the NWPG
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>EQUIREMENTS</u>	:	Three- years tertiary qualification in International Relations/ Political Sciences/Economics and/or related qualifications at NQF level 6 (NQF level and credits). 6 years' experience in International Relations of which 3 years should be at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of government prescripts and procedures, financial administration, PSA, PSR, PFMA, International law and policy and UN regulations and policies. Communication, Organisational skills, Project

		management and Events management. Application of International Relations as well as understanding of the South African foreign policy. Negotiation skills and change knowledge management. Understanding multilateral institutions such as the UN, AU, SADC, SACU and NAM.
<u>DUTIES</u>	:	Facilitate international dialogue to strengthen relations on foreign investment. Coordinate the implementation of memorandums of understanding between the province and sister governments abroad. Consolidate and promote the African Agenda by forging and maintaining relations. Coordinating international projects and managing stakeholders. Coordinate international visits. Update the data base of international missions.
<u>ENQUIRIES</u>	:	Ms. B Mothobi Tel No: (018) 388 3086
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment5@nwpg.gov.za
<u>POST 34/250</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE BRANDING AND MARKETING REF NO: NWP/OOP/2026/38</u> Purpose To promote and maintain the Provincial Government's corporate identity and image by providing branding, marketing, corporate communication, and public information support services in line with government communication policies and standards.
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Communication, Public Relations, Marketing, Corporate Communication, Branding, Journalism at NQF level 6 and/ or equivalent qualification (NQF level and credits). 3-5 years' experience in Branding, Marketing or Communication of which 2 years must be at supervisory level. Knowledge, Skills & Competencies: Sound knowledge of Government Communication and Information systems (GCIS) policies and government communication environment. Knowledge of corporate branding, marketing, corporate identity management, event branding and stakeholder engagement. Knowledge of public sector communication policies, the Corporate Identity Manual, and Batho Pele principles. Knowledge of digital communication platforms and website content management. Excellent verbal and written communication skills. Project planning, coordination, and reporting skills. Research, analytical, problem-solving, and presentation skills. Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Knowledge of graphic design software and branding technologies will be an added advantage. Ability to work under pressure and meet tight deadlines. Good interpersonal, organisational, and supervisory skills.
<u>DUTIES</u>	:	Promote and maintain a common and consistent corporate identity and image for the Provincial Government. Coordinate the implementation and monitoring of the Corporate Identity Manual within the Office of the Premier and Provincial Departments. Coordinate branding and marketing support for provincial, national, and internal government events. Develop branding concepts, exhibition layouts, floor plans, and event branding solutions. Coordinate the production and installation of branding material for government programmes and campaigns. Facilitate corporate identity awareness and empowerment workshops for officials and stakeholders. Promote adherence to government branding standards and best practices. Conduct research and develop branding and marketing strategies to enhance the visibility of government programmes. Produce well-researched articles and communication content for government publications. Update and maintain branding content on the Provincial Government and Office of the Premier websites. Build and maintain strategic partnerships with internal and external stakeholders. Prepare reports, monitor branding projects, and evaluate the effectiveness of branding and marketing initiatives. Supervise staff and ensure effective utilisation of resources within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. O.J Bogatsu/ Mr. I Mokaila, Tel No: (018) 388-4969/5828
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment6@nwpg.gov.za
<u>POST 34/251</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2026/39</u> Job Purpose: To provide support in developing and managing the implementation of integrated Provincial Performance Monitoring and Evaluation Information System.
<u>SALARY</u>	:	R487 197 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Mmabatho
	:	Three-year tertiary qualification in Information Science/System/Technology at NQF level 6. (NQF level and credits). 3 years' experience in Monitoring and Evaluation; Data Analysis; Data Management; System Development and Management of which 2 years should be at supervisory level. Valid Driver's License. Knowledge, Skills and Competencies: Knowledge of System development and management; Statistical Data management; Knowledge of Quantitative and Qualitative Data Collection methods; DPME policies and protocols; Report writing, Public Service Regulations and Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, SPSS, STATA; Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills. Experience in the functionality of the Provincial M&E Reporting System and DPME EQPRS will be an added advantage.
<u>DUTIES</u>	:	Assist in developing and managing the implementation of integrated Provincial Performance Monitoring and Evaluation Information Systems To support in coordinating the implementation of integrated Provincial Performance Monitoring and Evaluation Information System. To support in managing the provincial performance monitoring and evaluation systems protocols. To implement the operational plan in line with the strategic objectives of the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.G Molema Tel No: (018) 388 5232
	:	E-Mail: ooprecruitment7@nwpg.gov.za
<u>POST 34/252</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2026/40</u> Purpose: Facilitate and Coordinate Research and Evaluation in the NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 10)
	:	Mahikeng
	:	Three- year appropriate tertiary qualifications in Economics, Social Sciences, Population, Monitoring & Evaluation, Development Studies, Statistics, Innovation or related field at NQF level 7 and equivalent qualification (NQF and credits) 3.-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge, Skills and Competencies: Research and Evaluation design techniques and methods, Qualitative and quantitative, Design thinking. data collection and data encoding, Questionnaire design and administration, Understanding of national, provincial and local government structures and relationship, policy analysis, Monitoring and evaluation. Computer literacy skills in Excel, Word, PowerPoint, reporting skills, Critical thinking and analytical skills, Data analysis; using statistical package for both Economic and Social Sciences, Geographical Information systems, Effective communication and writing skills, Negotiation, facilitation and presentation skills, Coordination facilitation skills, Conflict management and Evaluation techniques.
<u>DUTIES</u>	:	Facilitate the development and implementation of the Provincial Research and Evaluation Agenda. Facilitate and coordinate capacity building programmes for research and evaluation at Provincial and local spheres. Facilitate research and evaluation projects in support of the Provincial Priorities. Facilitating the establishment of the Provincial Research and Evaluation Technical Working Group. Administering Research and Evaluation Data Warehouse. Foster and sustain partnership with knowledge institutions. Assist in handling research contracts MOU and MOA processes. Assist with Lease, network and build relationships with internal and external research stakeholders. Assist in coordination of innovation in the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. JM Mosenogi Tel No: (018) 388 2845
	:	E-Mail: ooprecruitment8@nwpg.gov.za

<u>POST 34/253</u>	:	<u>ASSISTANT DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITY COORDINATION AND MONITORING REF NO: NWP/OOP/2026/41</u> Purpose: To provide integrated services to veterans, older persons and persons with disability at all spheres of governance.
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary in Social Work, Social Sciences, Public Administration or related field at NQF level 6 (NQF and credits) 3.-5 years' experience in social development environment or Special Programmes unit environment of which 2 years should be at Supervisory /coordination level. Valid driver's licence Knowledge, Skills and Competencies: The Constitution of the Republic of South Africa, 1996, Older Persons Act, 2006, Social Assistance Act, 2004, Military Veterans Act, 2011, National policy frameworks relating to ageing, elderly persons and military veterans, Government planning, monitoring and reporting processes. communication skills, leadership skills, coordination skills, problem-solving skills, decision making, report-writing, presentation, stakeholder-management, conflict-management, planning and organizational skills.
<u>DUTIES</u>	:	Coordinate and support provincial programmes for elderly persons and military veterans. Collate, consolidate and submit mainstreaming and programme performance reports. Coordinate relevant provincial forums, structures and stakeholder engagements. Facilitate awareness and capacity-building programmes on the rights and needs of elderly persons and Military veterans. Monitor the implementation of applicable legislation, policies and programmes. Establish and maintain partnerships with government departments, municipalities, civil society organizations and other stakeholders. Coordinate commemorative events, outreach initiatives and the Annual General Meeting for Older Persons. Provide administrative and technical support within the unit. Maintain accurate programme records and credible supporting evidence. Perform any other duties assigned by management.
<u>ENQUIRIES</u>	:	Ms. G Tshepe Tel No: (018) 388 1674
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment9@nwpg.gov.za
<u>POST 34/254</u>	:	<u>ASSISTANT DIRECTOR: NGAKA MODIRI MOLEMA DISTRICT REF NO: NWP/OOP/2026/42</u> Purpose: To coordinate and monitor District wide service delivery improvement support programmes and Interventions
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public administration and Social Science/ or relevant qualifications at NQF level 6(NQF level and credits). 3-5 years' experience in service delivery of which 2 years must be at supervisory level. A valid driver's license and willingness to travel. Knowledge, Skills and Competencies: Knowledge in Public Service Act and Regulations, PFMA, Intergovernmental Relations Framework Act, District Development Model Framework; understanding of Provincial Service Delivery programmes; planning and coordination of interventions. Management and leadership; People management; Financial management; Computer and Interpersonal skills.
<u>DUTIES</u>	:	Coordinate and monitor Thuntsa Lerole and District Development Model (DDM) District Planning and Reporting in Ngaka Modiri Molema District. Monitoring of the Service delivery activities in the district. Monitoring of Service Delivery interventions in the district. Stakeholder Relation Management in the District.
<u>ENQUIRIES</u>	:	Mr. T Keoagile Tel No: (018) 388 3890
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment10@nwpg.gov.za
<u>POST 34/255</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2026/43</u> Purpose: To register and recruitment, selection and appointment and conditions of services and remuneration
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Mahikeng

<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or related qualifications (NQF Level and Credits). 2 years' experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. Knowledge of PERSAL System. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
<u>DUTIES</u>	:	Implement Recruitment, Selection and Appointment: Receive and acknowledge applications, Profile applications, provide secretarial services and render advice during selection process, Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters, Process personnel suitability checks Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture leave applications on PERSAL, Process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEPP on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K Okhaa Tel No: (018) 388-3741 E-Mail: ooprecruitment11@nwpg.gov.za
<u>POST 34/256</u>	:	<u>SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2026/44</u> Job Purpose: To provide and monitor mainframe infrastructure and mainframe contract administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Mmabatho Three-year appropriate tertiary qualification in ICT at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2 years' experience in storage backup environment, 2 years exposure in mainframe contract administration and 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology, Infrastructure technologies environment, ICT infrastructure invoice and contract administration, report writing, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Familiar with IT contract management and SITA procurements. Good Communication skills, good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation.
<u>DUTIES</u>	:	To render mainframe operations and storage environment. To assist mainframe managers with contract administration. Assist with preparing invoice payments submission. Administration of contract register, Produce monthly and quarterly invoice payment report. Assist mainframe managers with SITA procurements. Assist with the drafting and implementation of Mainframe policies and standard operating procedures to improve mainframe internal controls. Provide salary reports and salary reports distribution. Rendering reports on mainframe system availability. The provision of backup and restores.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Teise Tel No: (018) 388 3292 E-Mail: ooprecruitment12@nwpg.gov.za
<u>POST 34/257</u>	:	<u>SENIOR INFORMATION OFFICER: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2026/45</u> Purpose: To provide support in developing and managing the implementation of provincial performance Monitoring and Evaluation systems.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Mmabatho Three-year tertiary qualification in Information Science/ System/Technology, Public Administration at NQF level 6 (NQF level and credits). 3-5 years' experience in Information System of which 2 years should be at supervisory

		level. Knowledge, Skills and Competencies: Knowledge of System development and management; Statistical Data management. DPME policies and protocols. Report writing. Public service Regulations. Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, SPSS. Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.
<u>DUTIES</u>	:	Provide support in developing and managing the implementation of Provincial Monitoring and Evaluation (M&E) System. To produce data and trend analysis. To facilitate Capacity Building plan and provide training on the implementation of Monitoring & Evaluation System and Initiatives. To facilitate data collection for Provincial Statistical Information Warehouse.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.G Molema Tel No: (018) 388 5232
	:	E-mail: ooprecruitment13@nwpg.gov.za
<u>POST 34/258</u>	:	<u>HARDWARE TECHNICIAN: DR RUTH SEGOMOTSI MOMPATI REF NO: NWP/OOP/2026/46</u>
		Job Purpose: To offer day to day ICT technical support to all users of NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Vryburg
	:	Three-year tertiary qualification in IT at NQF level 6 and/or equivalent qualifications. 2-4 years' experience in IT Support or applicable to the relevant discipline. Driver's license. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations Software requirements. Network operating systems. Memory management and integration. Knowledge of methods, tools, equipment and material used in computer equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication and interpersonal skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management presentation. Team player and self- motivated.
<u>DUTIES</u>	:	Support the desktop, laptop, printers and automation function. Support the provincial network infrastructure. Implementation of software, application, configuration and network changes (Release Management). Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices. End user support and account management. Participate in projects. Support audio and visual platform and hardware. Test, diagnose, repair, and maintain computing equipment. Ensure that all calls logged are resolved within the required time. Travel to provide user support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Mofela Tel No: (018) 388 4033
	:	E-Mail: ooprecruitment14@nwpg.gov.za
<u>POST 34/259</u>	:	<u>PERSONAL ASSISTANT: INTEGRITY MANAGEMENT REF NO: NWP/OOP/2026/47</u>
		Job Purpose: To render secretariat support service to the Chief Director.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Mmabatho
	:	Three-year tertiary qualification in management assistant/ secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written), excellent customer relations, good telephone etiquette, computer literate, problem-solving, report writing and interpersonal skills. Must have the ability to negotiate deadlines, take initiative, work independently and under pressure. Basic financial administration.
<u>DUTIES</u>	:	Provide secretarial and receptionist support services in the Office of the Chief Director. Manage the Chief Director's schedule of appointments and meetings. Render general administrative support services. Provide support to the Chief Director regarding meetings. Manage the Chief Director's office budget. Manage the Chief Director's travel arrangements and handle all correspondence. Keep abreast of legislative prescripts/ policies & procedures

		applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets.
<u>ENQUIRIES</u>	:	Ms. A Mahase Tel No: (018) 388 3415
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment15@nwpg.gov.za
<u>POST 34/260</u>	:	<u>ADMINISTRATIVE OFFICER: PUBLIC PARTICIPATION REF NO: NWP/OOP/2026/48 (X2 POSTS)</u>
		Job Purpose: To administer and manage the Complaints and Complements programme
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in management assistant at NQF level 6 and/or equivalent qualifications. 2 years' experience in public service, customer care and public administration. Valid driver's license and willingness to travel. Knowledge, Skills and Competencies: Customer care and public administration, understanding of national, provincial and local government structures and relations, Sound knowledge of community structures Programme and project management. Computer literacy skills in Excel, Word, PowerPoint, reporting skills, Creative thinking and analytical skills, Effective verbal and writing communication skills, Negotiation and facilitation skills, Interpersonal and cooperative teamwork, Computer literacy, Data capturing and Time management.
<u>DUTIES</u>	:	Coordinate Public Meetings interventions and outreaches. Compile the Public Participation activity reports; collect and analyze performance reports of Operators to compile a weekly report, Identify, document, and alert the management team of trends in custom. Verify the accuracy and Integrity of captured information of the Public Participation database; Daily quality assurance of all cases captured and recommend accordingly on the system, Follow-up and closing of cases. Facilitate the implementation of Provincial complaint management procedures and processes according to the approved policy; Assess adherence to Standard Operating procedures by Operators and Frontline Staff on a daily and weekly basis.
<u>ENQUIRIES</u>	:	Ms. J Links Tel No: (018) 388 4675
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment16@nwpg.gov.za
<u>POST 34/261</u>	:	<u>ADMINISTRATIVE CLERK: PUBLIC PARTICIPATION REF NO: NWP/OOP/2026/49</u>
		Job Purpose: To provide clerical support services in the Public Participation component
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 and/or equivalent qualification as recognized by SAQA and be computer literate. Knowledge, Skills and Competencies: Knowledge of the legislation/policies/prescripts and procedures in the Public Service, Customer care and public administration, Understanding of national, provincial and local government structures and relations, Sound knowledge of community structure, Programme and project management. Customer care and public administration, Understanding of national, provincial and local government structures and relations, Sound knowledge of community structures, Programme and project management. Ability to work under pressure and meet deadlines, Ability to work with all spheres of government and other stakeholders. Minute taking and report writing included.
<u>DUTIES</u>	:	Provide administrative support for public participation programmes. Coordinate public meetings, outreach campaigns and stakeholder engagements. Compile attendance registers, agendas and minutes. Maintain stakeholders and community databases. Assist in the implementation of community participation projects. Prepare reports and correspondence related to public participation activities. Liaise with communities, ward committees, government departments and other stakeholders. Maintain records and filing systems for public participation activities.
<u>ENQUIRIES</u>	:	Ms. J Links Tel No: (018) 388 4675
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment17@nwpg.gov.za

<u>POST 34/262</u>	:	<u>SECRETARY: YOUTH ADVOCACY COORDINATION REF NO:</u> <u>NWP/OOP/2026/50</u> Job Purpose: To provide secretarial services to the Director of Youth Advocacy Coordination development
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 and/ or equivalent qualification as recognised by SAQA Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretariat and administrative work, organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document /record management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filing skills and Time management.
<u>DUTIES</u>	:	Provides Secretariat support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings, arrange accommodation for the Director, Complete S&T claims for the Director, manage the reception area and procurement of goods and services in the Directorate. Draft the Director's weekly plan every Friday.
<u>ENQUIRIES</u>	:	Ms. K.G Nkate Tel No: (018) 388 3025
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment18@nwpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

<u>APPLICATIONS</u>	:	Applications must be submitted by using the following URL https://www.westerncape.gov.za/education via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
<u>CLOSING DATE</u>	:	09 October 2026
<u>NOTE</u>	:	Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening, and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 34/263</u>	:	<u>DEPUTY DIRECTOR: ECD: ADMINISTRATION AND REPORTING SYSTEMS MANAGER REF NO: 332</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, all-inclusive package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a SAQA-recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 6-7 years' relevant experience in Systems administration and user support; User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Knowledge of: Cloud-based system operations; Provincial EMIS environment and/or ECD system landscape. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, and customer service orientation. Ability to work independently and travel extensively. A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for Provincial eCares System Use & Performance management. Lead provincial support for system usage, performance and adoption; Monitor user compliance with system functionality and data workflows; Advocate system utilisation for decision-making. User Support & Access Management; Manage 1st line helpdesk support for PED users; Manage user access, roles and permissions; Escalate issues promptly to national and service providers. User Training & Capacity Building- Conduct ongoing training on: New releases; Functional improvements; Reporting and dashboards. Support districts and circuits to drive usage. Testing & Implementation-Lead provincial testing of system releases and updates; Develop test plans, record UAT outcomes, submit feedback to developers; Validate system enhancements prior to deployment. Systems Maintenance Support- Work with DBE and vendors (e.g. Mezzanine/Vodacom) to ensure

		continuity; Identify and resolve technical issues affecting provincial users. Reporting & Master Data Management-Maintain alignment between eCares and EMIS Master lists; Validate EMIS number allocation in eCares; Support provincial reporting needs and accuracy. Stakeholder Collaboration-Work closely with PED ECD and EMIS Directorates; National EMIS and ECD teams social partners such as Ilifa Labantwana and the Bana Pele Initiative. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/264</u>	:	<u>DEPUTY DIRECTOR: ECD: OPERATIONS MANAGER REF NO: 335</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, all-inclusive package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must have a SAQA-recognised three-year post-matric qualification (NQF Level 6 or higher) with Project Management as an added advantage. Minimum 5 years' experience in an operational delivery or implementation support role. Experience in ECD programme implementation, stakeholder coordination and provincial support. Proven experience in planning and coordinating multi-functional projects. Strong communication, facilitation and reporting skills. Ability to influence, negotiate and drive delivery across provincial/district stakeholders. Ability to travel extensively and work beyond normal working hours. Understanding ECD registration, infrastructure support and subsidy processes will be advantageous. A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for coordinating the execution of national ECD registration, subsidy and overall ECD business process improvement plans at provincial and district levels. Adapting national plans for provincial implementation and securing approvals from PED leadership. Facilitating training on registration processes, subsidy workflows and eCares system updates. Coordinating stakeholder engagements and ensuring alignment across key departments and sector partners. Supporting ELP implementation and ensuring requirements are met to achieve minimum compliance for subsidy fulfilment. Monitoring district delivery, tracking performance and ensuring timely resolution of blockages. Facilitating reporting processes, including weekly updates, dashboard monitoring and provincial consolidation. Driving execution of new initiatives to improve registration, subsidy and other ECD Business process administration efficiency. Provide ongoing implementation support to district teams and programme interventions.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/265</u>	:	<u>ASSISTANT DIRECTOR: ECD: DATA QUALITY ASSURANCE OFFICER REF NO: 327</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must have a SAQA-recognised three-year post-matric qualification (NQF6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, M&E or related field. A postgraduate qualification in a relevant field will be an added advantage. 5 years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Strong proficiency in: Microsoft Excel and data validation; Business Intelligence tools (e.g., Power BI, Tableau) advantageous; Basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal & written) and stakeholder coordination skills. Problem-solving, attention to detail, and the ability to work independently. A valid driver's licence and willingness to travel provincially.
<u>DUTIES</u>	:	The successful candidate will be responsible for monitoring and improving accuracy, completeness and consistency of ECD data in the Early childhood Administration and Reporting System -eCares. Supporting district and

provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conduct or support training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with provincial training team). Reinforce importance of accurate data entry and maintenance. Share tips and guidance for improving data quality. Design and implement data quality and completeness reviews. Advocate for use of eCares reports and dashboards to support ECD operations and planning. Advocate and train province and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate (initialisation of eCares usage to support ECD business processes and ECD related Data usage and reporting practices). Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

ENQUIRIES : Ms R Leukes Tel No: (021) 833 8478

POST 34/266 : **SENIOR ADMINISTRATIVE OFFICER: ECD: REF NO: 326**
Directorate: Early Childhood Development
(3-Year Contract)

SALARY : R413 001 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.

DUTIES : The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.

ENQUIRIES : Ms R Leukes Tel No: (021) 833 8478

POST 34/267 : **SENIOR ADMINISTRATIVE OFFICER: ECD: REF NO: 333**
Directorate: Early Childhood Development
(3-Year Contract)

SALARY : R413 001 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a

related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.

DUTIES

: The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.

ENQUIRIES

: Ms R Leukes Tel No: (021) 833 8478

POST 34/268

: **SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 328**

Directorate: Early Childhood Development
(3-Year Contract)

SALARY

: R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.

CENTRE

: Cape Town

REQUIREMENTS

: Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.

DUTIES

: The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.

ENQUIRIES

: Ms R Leukes Tel No: (021) 833 8478

<u>POST 34/269</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 329</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/270</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 330</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial

		and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/271</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 331</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/272</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 334</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates,

		including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/273</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 336</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478

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.

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	05 October 2026, 17:00PM
<u>NOTE</u>	:	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 33/226: Professional Nurse Grade 1 To 3 (General) (Primary Health Care), Salary: Grade 1: R337 359 per annum, Grade 2: R411 978 per annum, Grade 3: R495 423 per annum Centre: Overstrand PHC Support and Outreach advertised in the Public Service Vacancy 33 dated 11 September 2026, with reference number Post 33/226: Post has been cancelled.

OTHER POSTS

<u>POST 34/274</u>	:	<u>PRIMARY HEALTH CARE MANAGER</u> Cape Winelands District
<u>SALARY</u>	:	R1 101 468 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Drakenstein PHC, Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A health-related qualification at NQF level 7 that allows registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or South African Pharmacy Council (SAPC). Experience: Appropriate management experience in an appropriate healthcare environment. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Sound knowledge of the district health system. A firm grasp of the principles and practice of primary healthcare in the South African context. Computer literacy. Ability to communicate (verbal and written).
<u>DUTIES</u>	:	Provide strategic leadership, governance, operational management, quality assurance and oversight of Primary Health Care services within the Sub-District, including clinic-based and community-based services, oral health services, the implementation of the Community-Oriented Primary Care approach, burden of disease management, internal policy and procedure development, monitoring and evaluation systems, and complaints management. Oversee the effective management of critical support services on the Primary Health Care platform, including pharmacy services, information management and data systems, infrastructure, equipment, cleaning services and security services. Ensure sound financial planning, budget management and expenditure control, including demand management, stock control, asset management and compliance with audit requirements. Manage workforce planning and human resource processes, including labour relations, disciplinary matters, performance management and the development of staff within the Sub-District Primary Health Care platform. Establish and maintain effective liaison, collaboration and network with relevant stakeholders within the ecosystem, including hospitals, non-governmental organizations, private service providers, municipalities and community structures, and promote the effective functioning of clinic committees.
<u>ENQUIRIES</u>	:	Ms. H Liebenberg Tel No: (023) 348-8101
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test and competency assessment. 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."
<u>POST 34/275</u>	:	<u>MEDICAL OFFICER GRADE 1 TO GRADE 3 (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	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. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Must be able to perform assisted deliveries (vacuums) safely and without supervision. Computer literacy in MS Office mandatory.

DUTIES

: Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labour ward and gynae EC). Operating independently (theatre cases include complicated caesarean sections, laparotomies for ectopic pregnancies, evacuation of uterus, postpartum sterilizations). Managing critically ill patients including resuscitation. Management of early pregnancy complications which needs a basic O&G ultrasound competency. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES

: Dr T Hinkel Tel No: (021) 377-4757

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 34/276

: **PHARMACIST GRADE 1 TO 3 (PRODUCTION)**

Chief Directorate: Metro Health Services

SALARY

: Grade 1: R882 816 per annum
Grade 2: R954 339 per annum
Grade 3: R1 041 402 per annum

CENTRE

: New Somerset Hospital

REQUIREMENTS

: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist 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 after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a 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: Willingness to perform on-call duties and work overtime should the need arise, after hours including weekends and public holidays. Valid Driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high

standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy. Familiar with Hospital level healthcare Environment, Antimicrobial Stewardship and Rational Medicine Use.

DUTIES

: Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing ward audits in areas where medicine is kept. Assist with medicine management by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data and ensure representation of pharmacy services at all relevant meetings. Conduct outreach visits to facilities within the sub-structure and provide pharmaceutical services, advice and support, including inspections, monitoring and assessment of pharmaceutical services and medicine management practices, requiring travel to supported facilities. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.

ENQUIRIES

NOTE

: W Rosant Tel No: (021) 402-6360
: No payment of any kind is required when applying for this post.

POST 34/277

: **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY

CENTRE

REQUIREMENTS

: R785 568 per annum
: Overstrand Sub-district Office, Hermanus
: 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 nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid 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). Experience with statistical data and financial management. Good interpersonal, people management skills. Good communication skills. Computer literacy (Ms Word, PowerPoint and Excel). Knowledge of Public Sector legislation.

DUTIES

: General and operational management of the Sub-District PHC services as well as all related services linked to the PHC facilities and implementation of the prescribed package of services. Responsible for strategic and operational planning, the implementation of operational plans as well as monitoring and evaluation. Responsible for internal and external governance including collaboration with other sectors and stakeholders. Ensure sound Financial, Supply Chain Management and People Management practices. Ensure an effective Quality Assurance and Quality Management process. Manage Health Strategy and Support through good governance in Information management, Pharmaceutical & Laboratory Services.

ENQUIRIES

NOTE

: Ms CT Marais Tel No: (028) 316-1166
: No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. 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.

<u>POST 34/278</u>	:	<u>ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge/skills): Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Hospital Framework and the Office of Health Standard Compliance. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	Overall coordination, implementation and monitoring of the strategic nursing practice objectives on night in the hospital. Effective management and coordination of quality nursing care within set standards within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the hospital. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards.
<u>ENQUIRIES</u>	:	Mr M Photo Tel No: (021) 850-4774
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.
<u>POST 34/279</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE AND CSSD)</u> West Coast District
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Perioperative Nursing. 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 in with the SANC as Nurse Specialist in Perioperative Nursing. Registration with a professional council: Current registration with

SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to work standby, Weekend and during public holidays. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with the ability to manage conflict and knowledge of legislation related to the Health Care Service and policies of the Department of Health. Good organisational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage your own work (and that of the units which report to the post).

DUTIES : Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Operating theatre setting. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Initiate and participate in training and research. Maintain professional growth/ethical standards and self-development. Provision of effective support to Head of Nursing Service.

ENQUIRIES : Ms S Van Wyk Tel No: (022) 709-5099

POST 34/280 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X3 POSTS)**
West Coast District

SALARY : R720 819 per annum
CENTRE : Diazville CDC, Hanna Coetzee CDC and Langebaan Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Diploma in Clinical Nursing Science: Health, Treatment and Care, accredited with the SANC (R48). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work overtime when necessary. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills and a strong sense of responsibility. Demonstrate and in-depth knowledge of nursing and public service legislation, regulations and departmental policies. Knowledge of Human resource and financial guidelines, policies and protocols. Knowledge and application of Ideal Clinic and National Core Standards. Knowledge of Community Orientated Primary Care.

DUTIES : The effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant woman and Child Health and TB/HIV/AIDS/STI within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management of support services which includes Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with all relevant stakeholders. Provide holistic management and leadership in the PHC facilities, mobiles, satellites and security.

ENQUIRIES : Ms AR Louw Tel No: (022) 709-5067

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 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 34/281 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational Qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Operating Theatre OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) plus that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Peri Operative Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the one year post basic qualification as mentioned above. Inherent Requirements of the job: Perform after-hour, weekend, and Public Holiday duties for the department.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Deputizing for Assistant Manager: Nursing. Night duty allocation as required by department.

ENQUIRIES : Ms J. Watson Tel No: (021) 404-5161
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment.

POST 34/282 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Overberg District

SALARY : R720 819 per annum
CENTRE : Grabouw CHC, Theewaterskloof Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Demonstrate an in-depth

<u>DUTIES</u>	:	knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (Ms Word and Excel). Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilization and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Cleaning and Infection control. Organize
<u>ENQUIRIES</u>	:	Ms M Bezuidenhout Tel No: (021) 859-1328
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment.
<u>POST 34/283</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY AND OPD)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing (General) or Medical Surgical Nursing Science: Emergency Nursing (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 and a post graduate diploma in Critical Care Nursing (Adult) or Emergency Nursing (R635). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification or post basic diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements and deputize for the Operational Manager: Emergency Centre. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health and Wellness Western Cape. Skills to plan, organize and coordinate the service by analyzing, problem-solving and decision-making. Leadership towards the realization of strategic goals and objective of the Trauma and Department.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing needs, the planning and implementation of nursing care plans as a Professional nurse in the Trauma and Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with medical and surgical procedures. Utilize human, material and physical resources effectively and efficiently. Maintain and promote professional growth, ethical standards and the development of self and others. Display the core values of the Department of Health and Wellness WCG in the execution of duties while practicing within legislation, regulation and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms. L Linders Tel No: (021) 808-6177
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in

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

<u>POST 34/284</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: NEPHROLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of R212 in Medical and Surgical Nursing Science: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing (Adult). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult) or Nephrology. Registration with a professional council: Current annual registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work irregular hours, including weekends and public holidays. Willingness to do standby duties and rotate within Nephrology unit. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Good verbal and written communication skills. Provide optimal, holistic specialized nephrology nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel. Render and supervise specialised mental health nursing care and support clinical staff with operational functions in the unit. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the 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 qualification in the relevant specialty.

<u>POST 34/285</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OBSTETRICS) (X1 POST)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced 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 postgraduate diploma (R635) in accredited Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Neonatology department. Competencies (Knowledge/Skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Neonatology Department.
<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Operational Manager with staff supervisory function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms C Potts Tel No: (044) 802-4553
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 34/286</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC, in Child Nursing Science. OR a 4-year Bachelor's 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 postgraduate diploma (R635) accredited in Child Nursing. 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 postgraduate diploma in the specific specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising 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 this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, 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 ability to work collaboratively within FBUs.
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms A Cornelius Tel No: (021) 508-7462
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse.
<u>POST 34/287</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district (PHC Support and Outreach)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/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 in Psychiatry after obtaining the 1-year post-basic qualification or a postgraduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of

mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.

**ENQUIRIES
NOTE**

- : Ms S Raynardt or Dr R Gaffoor Tel No: (021) 877-6400
- : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or a postgraduate diploma in the relevant specialty.

POST 34/288

- : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY CLINICAL FACILITATOR)**
Chief Directorate: Rural Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

- : George Regional Hospital
- : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced 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 Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience:
Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work outside of normal working hours. Willingness to attend congresses/courses/workshops. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the nursing processes & procedures as outlined in Nursing Act and the SANC regulations. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the nurse training department.

DUTIES

- : Facilitate the development of learning opportunities for all nursing personnel. Facilitate the in-service training /updating of skills and competencies as well as the orientation programme for nurses. Evaluate and assess the competencies and skills of nursing personnel and personal development. Ensure the appropriate placement and accompaniment of nursing personnel. Effective management of resources.

**ENQUIRIES
NOTE**

- : Ms WA Klein Tel No: (044) 802-4327
- : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

<u>POST 34/289</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU HIGH CARE & RENAL)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 4-year bachelor's 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) 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, overtime, day and night duty, weekends, public holidays and standby duty to meet the operational requirements of the unit. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.
<u>DUTIES</u>	:	Use expert knowledge and skills to ensure quality appropriate adult and paediatric patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate qualification in the relevant specialty.
<u>POST 34/290</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Khayelitsha CHC and Macassar CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing

		Science (R212) OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) and be on call. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Computer literacy in MS office.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Mr D Grootboom Tel No: (021) 360- 5247
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in 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.
<u>POST 34/291</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre (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 Perioperative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre 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, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

		Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.
<u>POST 34/292</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General/Child or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency 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 Emergency Nursing or Critical Care Nursing (Child/Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with 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, public holidays, after-hours, night duty and weekend cover for nursing. Deputising 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 this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, 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 FBUs).
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>NOTE</u>	:	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 34/293 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD) (X3 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. 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 Peri-operative Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/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, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Practical knowledge and experience in the operating theatre. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialised care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of resources.

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 to candidates who apply for the first time for registration in the post basic qualification Medical and Surgical Nursing Science: Operating Theatre (R212) or a post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing.

POST 34/294 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PAEDIATRICS WARD AND PAEDIATRIC OPD)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child 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 Child Nursing. Registration with a professional council: Current annual registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to assist in the Neonatology department. Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms C Korthom Tel No: (044) 802-4644
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 34/295</u>	:	<u>AUDIOLOGIST GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Garden Route District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Audiology or Speech Therapy and Audiology (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Audiology services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

DUTIES : To provide Audiology services at facility level (hospitals and primary healthcare facilities) and community level in the Garden Route District, inclusive of adult and paediatric patients. Assessment, diagnosis, and management of hearing and balance disorders. Conducting hearing evaluations, fitting and maintaining hearing aids, providing patient counselling and rehabilitation, implementing hearing conservation programmes, and collaborating with multidisciplinary healthcare teams. Provide education and training to healthcare professionals, community health workers and patients and plan audiology related health awareness activities according to the health awareness calendar. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor. Adherence to ethical and professional standards are required.

ENQUIRIES : Ms B Zandberg Tel No: (044) 803-2700
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). 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 34/296 : **PHYSIOTHERAPIST 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 : Kleinvlei CDC, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as

		required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Experience with the Infant Neuromotor Assessment (INA) as a screening tool as well as experience in infant assessment and treatment of infants. Ability to work independently and in a multi-disciplinary team. Computer literacy.
<u>DUTIES</u>	:	Assess, treat and manage patients within a Primary Health Care setting, including the Community Based Services program and COPC. Manage the Mobility Assistive Devices (MAD) component of the primary health care facility. Work as part of the multi-disciplinary team of the primary health facility to meet the rehabilitation needs of patient. Conduct Health Events planning (outreaches) and training. Assist in the clinical mentoring and supervision of undergraduate students. Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area.
<u>ENQUIRIES</u>	:	Ms A Lyners Tel No: (021) 904-4410
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". 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.
<u>POST 34/297</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Critical Care. Registration with a professional council: Registration with the HPCSA as Clinical Technologist: Critical Care. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's license. Required to work standby, after-hours, weekends and public holidays. Competencies (knowledge/skills): Thorough knowledge and experience in critical care environments. Above average technical skills and ability to solve problems under pressure. Ability to work independently and in a team context.
<u>DUTIES</u>	:	Effective provision of Clinical Technology Critical Care services in the clinical areas listed below. Work in an active clinical and training Critical Care / Anaesthetic units. Performing diagnostic and therapeutic procedures / tests. Setting up / performing calibration/ ensure ALL life support equipment are readily available for use. Assist with difficult Intubations, Bronchoscopy, Resuscitations, Cardiac Output Monitoring, IAP measurement. Actively

participate in teaching and training of students and other healthcare workers. Promote Batho Pele principles to promote effective service delivery. Maintain and check equipment regularly to comply with safety requirements. Be able to trouble-shoot according to your scope of practice. Exercise patient care and expertise when performing procedures.

**ENQUIRIES
NOTE**

: Ms L Randall Tel No: (021) 938 4951
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Clinical Technologist: Critical Care with the relevant council (including individuals who must apply for change in registration status).

POST 34/298

: **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES AND
LABOUR RELATIONS (HUMAN RESOURCE MANAGEMENT)**
Chief Directorate: Metro Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum
: Alexandra Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration/Labour and PERSAL. Appropriate supervisory experience. Inherent requirements of the job: Valid Driver's license. Competencies (knowledge/skills): Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Sound practice, knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Ability to analyze data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint). Good communication skills (verbal and written). Willingness to perform overtime when required.

DUTIES

: Render sound labour relations practices at institutional level. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

**ENQUIRIES
NOTE**

: Mr. J Adams Tel No: (021) 503 5034
: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 34/299

: **SENIOR ADMINISTRATIVE OFFICER: FINANCE & SUPPLY CHAIN
MANAGEMENT**
Overberg District

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum
: Caledon Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control and the management of Asset and Liability Accounts. Appropriate Supervisory experience. Inherent requirements of the

job: Valid (Code B/EB) driver's license. Willingness to rotate within the Finance and Supply Chain Sections when required. Willingness to work after-hours when required. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS, Logis and EPS as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, EPS, Clinicom & Account Receivable). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : Responsible for overall management for all Finance and Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, Warehouse Management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.

ENQUIRIES : Mr G Bucchianeri Tel No: (028) 814-3771
NOTE : No payment of any kind is required when applying this post. Candidates will be subject to a practical assessment.

POST 34/300 : **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 : Mental Health Roving Team (ACT) (KESS) and Nomzamo CDC, Khayelitsha/ Eastern Sub-structure

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:** No experience **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and Power point) and e-mail (Outlook) Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within health environment setting.

DUTIES : Provision of comprehensive, client centered clinical social work services in the Primary HealthCare facility and NPOS environment, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Convene and Conduct Psychosocial groups. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and

		organizational goals. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms M Van Rensburg Tel No: (021) 857-2330
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". 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.
<u>POST 34/301</u>	:	<u>LIAISON OFFICER (QUALITY ASSURANCE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate national diploma (NQF 6) or equivalent in Public Relations Management or Public Administration or Communications with competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in interpersonal communication in a health- or social service setting. Experience in development, coordination and implementation of quality improvement plans/ initiatives/ activities to support better outcomes. Appropriate practical application of MS Office (Word, Excel, PowerPoint and Outlook) in work activities. Inherent requirements of the job: A valid driver's license (Code B/EB) and willingness to conduct outreach and engagement with communities, patients, families and ecosystem health partners. Willingness to work overtime and flexible hours when operationally required. Competencies (knowledge/skills): Ability to independently plan, organise and coordinate consumer quality and patient experience services, including problem-solving, analysis, decision-making and quality improvement initiatives. Excellent interpersonal, communication and conflict management skills to effectively engage with patients, staff and stakeholders, and support quality assurance objectives through effective communication practices. Ability to analyse data, identify trends, and develop, implement and monitor related quality improvement plans and interventions. Excellent administrative, organisational and report-writing skills, including survey and feedback management, supported by proficient computer literacy in MS Office (Word, Excel, PowerPoint and Outlook) for data management, reporting and information coordination.
<u>DUTIES</u>	:	Coordinate and maintain Client Quality: Complaints, Compliments and Suggestions function of the facility. Coordinate and maintain a Real-Time Patient Engagement process and the prevention and mitigation of risks. Coordinate Patient Experience and Related Surveys and feedback processes. Support Information coordination functions. Perform Front Line Duties and Relief Support. Provide effective line management, supervision and people management of staff reporting to the Liaison Officer.
<u>ENQUIRIES</u>	:	Ms M Cillie Tel No: (044) 802-4498
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/302</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience within a support services environment and contract management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge of Human Resource, Fleet Management, SCM procedures, Labour Relations policies and prescripts and Service Level Agreements in respect of Outsourced Services. Good

		communication skills, both verbal and written and computer skills (MS Office, Excel and Word). Ability to draft and implement standard operating procedures as well as the ability to draft service level agreements and contracts. Knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts as well as knowledge of Western Cape Government maintenance protocols.
<u>DUTIES</u>	:	Effective and efficient supervision of the Support Services Sections (Drivers, Porters, transport, telecommunication, linen and laundry, catering, workshop, grounds and security services). Responsible for Contract Management (Infection control, Grounds, Security Services). Responsible for administrative duties and render assistance to the supervisor and the facility. Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to the Assistant-Director: Support Services.
<u>ENQUIRIES</u>	:	Ms.CB Matthews Tel No: (021) 571-8040
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>POST 34/303</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (GENERAL: CHRONIC WARD)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	ID Hospital (Malmesbury) West Coast TB Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience 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: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by Supervisor. Willingness to rotate within different units. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	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. Provision of quality basic nursing patient centered care in a hospital setting.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 837 8088
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/304</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PHC)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district, (PHC Support & Outreach)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurs. 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/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): - Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms EJ Williams Tel No: (021) 862-4520
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/305</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum (Plus non pensionable rural allowance of 12% of your annual basic salary).
<u>CENTRE</u>	:	Murraysburg Hospital, Beaufort West Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal). Knowledge of relevant legislation, policies including Health Care 2023, Sustainable Development Goals.

<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.
<u>ENQUIRIES</u>	:	Sr FK Fass Tel No: (049) 844-0053/21
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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.
<u>POST 34/306</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GIT, SURGERY RELIEF, ENT & PLASTIC) (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: Work Shifts Including Weekends, Public Holidays and Night Duty. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Rotate to other departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing Practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).
<u>DUTIES</u>	:	Provision of quality nursing care within set standards. Effective human resource utilization and development. Effective Monitoring of Financial Resources. Initiate and participate in research and data collection.
<u>ENQUIRIES</u>	:	Ms. T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory competency test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>POST 34/307</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A Minimum of 10 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Competencies (knowledge/skills): Computer literacy.
<u>DUTIES</u>	:	Provide optimal, holistic nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance with professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager, whilst maintaining professional growth and ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms. LA Abrahams Tel No: (021) 816-500 No payment of any kind is required when applying for this post. A practical test may form part of the selection process. 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).
<u>POST 34/308</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE REQUIREMENTS</u>	:	Overberg District Office 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 as with the SAPC as a Pharmacist Assistant (Post- Basic). Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: A valid driver's license. Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Responsible for the effective control and provision of pharmaceutical products. Responsible for the accurate compounding and manipulation of medicines or scheduled substances. Responsible for the effective control and distribution of

pharmaceutical stock to areas within the facility for stock replacement. Responsible for data capturing, record keeping, statistics gathering, information provision and the daily running of the pharmacy department including dealing with queries on pharmacy matters. Responsible for preparation of prescriptions and assist with the dispensing of medication for individual patient use under indirect supervision of a pharmacist as per the Pharmacy Act.

ENQUIRIES : Ms S. Mbodla Tel No: (028) 814-3649
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). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Rural Central Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Rural Central, as needed to sustain health service delivery.

POST 34/309 : **ARTISAN PRODUCTION GRADE A TO C (BUILDING AND CIVILS)**

SALARY : Grade 1: R253 341 per annum
 Grade 2: R297 249 per annum
 Grade 3: R345 342 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Building and Civil Trade (e.g. Bricklaying or Tiling or Drywalling). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid vehicle driver's license. Competencies (knowledge/skills): Sound knowledge of maintenance and repair of buildings and related infrastructure. Ability to interpret technical drawings, specifications, and maintenance requirements. Computer literacy in Microsoft Office applications. Ability to compile basic specifications, reports, and maintenance records. Good communication and interpersonal skills. Ability to plan, prioritise, and coordinate maintenance projects. Knowledge in Building and Civil maintenance environment.

DUTIES : Provide maintenance, repair, and installation services for buildings, civil infrastructure, and related equipment under the control of the Building and Civil Engineering Division. Inspect, diagnose, and rectify faults within the scope of the relevant trade. Assist with planning and execution of building maintenance projects and minor capital works. Manage and monitor contractors and service providers to ensure compliance with specifications, quality standards, and safety requirements. Liaise with Engineering management, hospital departments, contractors, and suppliers regarding maintenance activities. Evaluate, investigate, and advise on the suitability, maintenance requirements, repair costs, and replacement of infrastructure and equipment. Complete and maintain job cards, maintenance records, reports, and other administrative documentation. Assist with the control of workshop tools, materials, consumables, and stock. Ensure compliance with Occupational Health and Safety legislation and departmental policies.

ENQUIRIES : Mr. A.K Mgcodo Tel No: (021) 6074 OR Mr. M Ronne Tel No: (021) 404-6251
NOTE : No payment of any kind is required when applying for these posts.

POST 34/310 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
 Overberg District

SALARY : Grade A: R253 341 per annum
 Grade B: R297 249 per annum
 Grade C: R 45 342 per annum

CENTRE : Caledon Hospital, Theewaterskloof Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate (Plumbing). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Computer literacy (MS Word, Excel and Outlook). Supervisory skills, strong administrative skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage the workshop and its functions, and perform repairs, maintenance and installations for the different facilities and assist with managing all emergencies as per the emergency maintenance protocol. Compiling of minor specifications, attend site meetings and manage outsourced contractors. Responsible for the necessary administrative functions of the workshop, compiling reports, maintaining registers, and assist with the control of the workshop budget. Exercise control over tools, equipment and materials, and ordering of tools and materials. Management of the performance and supervision of staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms N. Fudu Tel No: (028) 814-3707
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test. 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 services across institutions in the Rural Central, as needed to sustain health service delivery.
<u>POST 34/311</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in health information management. Appropriate experience and working knowledge of Health Information Systems, e.g. Sinjani, Clinicom, eCCR, DHIS, NHLS & Healthnet. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Good numerical and organisational skills, good interpersonal and conflict resolution skills. Knowledge with regards to HAST, Hospital and Primary Health Care operational and management of data, knowledge of data flow timelines, policies & procedures. Advanced computer literacy (MS Suite & MS Office; Teams; Word; Excel; PowerPoint Access) and OneDrive.
<u>DUTIES</u>	:	Rendering of information administration to ensure data that is reliable, reproducible and documented to create an auditable trail, routine data capturing & reporting (Sinjani & DHIS). Assist with data quality monitoring, verification and submission in prescribed format and according to the Information Management Policy and assist in monitoring of data trends. Participate in information related coordinating activities. Interaction with all levels of staff regarding Information related matters to ensure an effective, transparent process of data collection, collation, submission and presentation. Systems support - data quality, accuracy and related access management activities. General office administration & support to supervisor, colleagues and other departments.
<u>ENQUIRIES</u>	:	Ms L Du Toit Tel No: (021) 918-1251
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>POST 34/312</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Emergency Medical Services, (Central Karoo District)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: A Matric (Grade 12) or equivalent qualification. Experience: Appropriate administrative experience in line with the duties. Inherent requirements of the job: Valid Code 8 or Code 10 Driver's License. Excellent computer literacy in the MS Office package. Ability to travel between EMS districts and external stakeholders. Willingness to assist with departmental logistics and event planning. Competencies (knowledge/skills): Good interpersonal and organizational skills. Ability to function independently and within a team environment.
<u>DUTIES</u>	:	Render administrative support to the district manager and the rest of the district. Efficient Office Management, filing and record keeping and sound administrative skills. Diary management of the District Manager. Arranging of meetings and minute taking. Compiling of documents needed for the meeting. Ensure effective and efficient control of equipment in component. Handling of all telephonic and email enquiries from internal and external stakeholders. Compiling and typing of submissions and letters. Assist with projects within the department. Receiving of confidential documents and the distribution thereof. Screen necessary documents to determine actions or information required.
<u>ENQUIRIES</u>	:	Mr J. Jansen Tel No: (044) 802 2500
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
<u>POST 34/313</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate information management experience in a health environment. Appropriate Clinicom experience, ECCR, SPV, HECTIS, and Sinjanie. Competencies (knowledge/skills): Computer Literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	To ensure correctness, accuracy and qualitative checking of data. The capturing and the generating of hospital data reports. Effectively perform activities on clinicom, ECCR, SPV, HECTIS and Sinjanie. Health information systems (HIS) and ensuring security of data, compliant storage of all data and record information. To provide administrative and operational support role to the unit and management.
<u>ENQUIRIES</u>	:	Ms A Louw Tel No: (021) 360-4516
<u>NOTE</u>	:	No payment of any kind will be required when applying for this post.
<u>POST 34/314</u>	:	<u>ADMINISTRATION CLERK: (ADMISSIONS: FEES DEPARTMENT)</u> <u>(PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Hospital Fees environment. Inherent requirement of the job: Must be willing to work shifts. Competencies (knowledge/skills): Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, Finance Instructions. Strong sense of confidentiality. Ability to work under pressure. Ability to accept accountability, responsibility, work independently. Computer literacy. Good communication (verbal and written) and interpersonal skills.
<u>DUTIES</u>	:	In-patient and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing, Hectis and other PGWC system computer duties. Reception tasks. Responsible for handling and receiving public money. Cash Collection and Banking of State Money. Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures. Attending to patient queries (verbal, written and telephonic). ICD10 Coding. Covering for colleagues in areas.
<u>ENQUIRIES</u>	:	Mr Y Levy Tel No: (021) 404-3277
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.

<u>POST 34/315</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Dr Abdurahman Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Understand the Ditcom process. Knowledge and experience in departmental systems, i.e. Health Information Systems, Sinjani etc.
<u>DUTIES</u>	:	Data Collection, Collation, Capturing & Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and letters etc). Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities. Maintain data retrieval efficiency.
<u>ENQUIRIES</u>	:	Ms P Cronje Tel No: (021) 637-9073
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/316</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Cape Winelands Health District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Patient Administration, Medical Records and Clinicom. Inherent requirements of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and overtime to meet operational requirements. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Office). Knowledge Clinicom, Hospital Emergency Centre Tracking Information System. Knowledge of the PFMA, Hospital Fees Memorandum 18 and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of patient records.
<u>DUTIES</u>	:	Effective registration of patient information on Clinicom. Handling of state monies - responsible for sound cash management. Ensure all attendances / admissions are captured including downtime. Medical records; open new folders, record keeping, filing, drawing of folders, merging, culling, archiving and the disposal of patient folders. Ensure effective and efficient implementation of all applicable policies, procedures and instructions. Ad-hoc admin duties, handle telephone and over the counter enquiries professionally. Support to supervisor and staff members.
<u>ENQUIRIES</u>	:	Ms. A. Olkers Tel No: (021) 808-6115
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/317</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	West Coast TB Complex (Sonstraal Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in procurement, asset management, warehousing and on Procurement (Electronic Procurement System). Inherent requirements of the job: Valid B/EB driver's licence. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehousing and Procurement management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Effective communication skills (written and verbal). Ability to work in a physically demanding environment.

<u>DUTIES</u>	:	Perform all Supply chain functions. Ensure proper filling of documentation pertaining to receiving, issuing, and recording of transaction on the Supply Chain Systems (LOGIS) and filing of source documents. Responsible to conduct regular stock count and prevent shortages and surpluses within area of responsibility. Responsible to prevent theft, damages and report any discrepancies to supervisor and senior management. Responsible to maintain minimum and maximum stock level to avoid stock shortages/ out- outs. Follow up on outstanding deliveries (orders) with the supplier. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Responsible to partake during institutional assets counts as determined by management.
<u>ENQUIRIES</u>	:	Mr. JP Arendse Tel No: (021) 837-8091
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/318</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Kensington CDC and Du Noon CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate practical experience in Information Management in a health environment. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating Procedures (SOP's). Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDR.web. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook, MS 365 applications).
<u>DUTIES</u>	:	Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and data reporting timeously. Conduct data spot checks and trends analysis for all datasets and follow up with issues identified. Attend to Ad Hoc Queries and Data Requests. Assist with all campaign data collection, collation, capturing, and data quality. Conduct internal audits at Facility in line with SOP's and auditor general requirements and provide feedback to facility staff. Support to Line Manager and administrative relief duties in reception.
<u>ENQUIRIES</u>	:	Ms. N Van Staden Tel No: (021) 202-0932
<u>NOTE</u>	:	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.
<u>POST 34/319</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Bellville Engineering Workshop)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management. Competencies (knowledge/skills): Knowledge of SCM processes. Knowledge of Financial Management. Knowledge of Preferential Procurement Policy Framework Act (PPPF). Knowledge of Broad Black Based Economic Empowerment (BBBEE). Knowledge of Construction Industry Development Board (CIBD).
<u>DUTIES</u>	:	Demand and acquisition management of goods, services and infrastructure. Advertising bids and sourcing quotation via EPS. Preparation of procurement batches for the Quotation Committee. Adjudication of bids via EPS. Ensure that all transactions comply with legislative and prescripts requirements. Prepare and process all documentation for BAS payments. Update and record all Projects on the Engineering database. Assist with general ad hoc functions as and when required.
<u>ENQUIRIES</u>	:	Ms C Alkaster Tel No: (021) 830-3776
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 34/320</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Cape Winelands District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Stellenbosch PHC, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate relevant working experience in Information Management and experience of Health Information Systems (Clinicom, PHCIS, Sinjani, Ideal Health Facility, SPV, EDRweb and BI), including monitoring and evaluation of performance information and systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good numerical, data analysis, presentation and training skills and leadership abilities. Good working knowledge. Computer skills in Ms Office (i.e., Ms Word, Excel, PowerPoint, and Outlook). Ability to communicate (Verbal and written).
<u>DUTIES</u>	:	Assist AO and SAO in all health statistics within the Sub-district. Responsible for good quality data, PHC, HAST, CBS and Hospital. Assist Information management in implementation of information systems, including DITCOM process and register. Responsible for computer, printer and consumables registers. Assist all users with all system related queries and assist users with online and telephonic helpdesk calls. Render a supportive function to primary health care facilities and hospital in Stellenbosch Sub-district, with regards to information management. Office administration with regards to filing process, telephone and letters, office equipment and other stock. Support to supervisor and staff members. Support facilities and hospital with folder management disposal and archive processes.
<u>ENQUIRIES</u>	:	Ms N Rodgers Tel No: (021) 808-6121
<u>NOTE</u>	:	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.
<u>POST 34/321</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (FEMALE PRE DISCHARGE WARD 3)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime, nightshift, weekends and public holidays. Willingness to rotate within the hospital in different wards. Competencies (knowledge/skills): Knowledge and experience of Community Mental Health at Primary Health care level. Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communication skills.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms R Price Tel No: (021) 440-3230
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 34/322</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (PAEDS GROUND AND PAEDS OPD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms D Williams Tel No: (044) 802-4538
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/323</u>	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in general building maintenance, minor repairs and/or assisting Artisans with maintenance activities in a building, institutional or similar environment. Inherent requirements of the job: Valid Code B/EB/C1 driver's licence. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Basic technical and maintenance knowledge. Ability to perform minor maintenance and repair work and safely use hand and power tools. Knowledge of Occupational Health and Safety requirements and safe working practices. Good practical problem-solving skills, technical aptitude and attention to detail. Good planning, organisational, time-management and record-keeping skills. Ability to follow technical instructions and work independently and as part of a team. Good communication and interpersonal skills. Ability to prioritise work, demonstrate reliability and accountability, and exercise care in the use of tools, equipment and materials.
<u>DUTIES</u>	:	Perform minor maintenance and repairs to hospital buildings, infrastructure, fixtures, fittings and equipment. Assist with plumbing, carpentry, electrical, painting, glazing, mechanical and general building maintenance activities. Assist Artisans with repairs, installations, alterations, preventative maintenance and minor infrastructure improvement and refurbishment projects. Prepare work areas, tools, equipment and materials and assist with dismantling, installation, assembly and movement of equipment and components.
<u>ENQUIRIES</u>	:	Mr. L Du Plessis Tel No: (044) 802-4488

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
<u>POST 34/324</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (FAMILY MEDICINE) (X3 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms J Ehlers Tel No: (044) 802-4536
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/325</u>	:	<u>GENERAL WORKER STORES: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy & literacy. Experience: Appropriate experience in a Warehouse environment. Inherent requirements of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Good communication skills. Physically, mental fit and able to handle stock.
<u>DUTIES</u>	:	Answer the telephone & handle queries. Manage the Issue Vouchers, receive & issue goods. Driving around the Estate and delivering goods to end-users. Clean various stores and non-store areas with the main stores. Assist in other stores when required. Rotate store stock (first in, first out). Assist the Warehouse Clerk with handling of stock.
<u>ENQUIRIES</u>	:	Mr. M Mdodeni Tel No: (021) 370-1125
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/326</u>	:	<u>GENERAL STORES ASSISTANT</u> Overberg District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a Stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Willing to work overtime on short notice. Competencies (knowledge/skills): Good verbal and written communication skills

		(written/verbal) Computer literacy in MS Office. Ability to work independently and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Ability to work in a physically demanding environment.
<u>DUTIES</u>	:	Assist Warehouse Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required. Assist Warehouse Clerk with the capturing of requisitions and issue vouchers on the Logis system. Deal with written and or telephonic queries or enquiries with regards to warehouse management matters. Perform relief duties as well as support to supervisor as required.
<u>ENQUIRIES</u>	:	Mr G Bucchianeri Tel No: (028) 814-3771
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>POST 34/327</u>	:	<u>CLEANER</u> Central Karoo District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Murraysburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the field of domestic and health cleaning services. Inherent requirements of the job: Physical able to lift and / or move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge / skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e. dust/sweep / polish / scrub / mop / clean windows / walls / equipment / machinery and refuse removal). Ensure effective Waste Management, Linen Management, etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Ms FK Fass Tel No: (021) (049) 844-0021/53
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>POST 34/328</u>	:	<u>TRADESMAN AID BUILDING (CARPENTRY)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate basic Workshop experience. Appropriate experience within the respective fields below. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Carpentry, Plumbing, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant xwith the requirements of the Machinery and Occupational Health and Safety Act. Must have a knowledgeable experience in Building trades.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with the installation of plant, equipment and alterations. Ensure that tools and material are available when needed. Ensure areas in workshop /s and working environment is clear of obstructions and cleaned daily. Assist the Artisans in the execution of their duties as per Breakdown below. Control over tools and materials. Mainly Carpentry Plumbing, Painting and Building trades related duties. Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray- painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Occasional Support in Carpentry Plumbing Painting and Building Departments. Take control of Job cards assigned. Assist the Artisan Foreman

		/ Artisan in certain duties assigned. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.
<u>ENQUIRIES</u>	:	Mr JP Louw Tel No: (021) 830-3771
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/329</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3 (SESSIONAL) (28 HOURS PER WEEK)</u> (Contract Till 30 September 2027) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R273 per hour Grade 2: R318 per hour Grade 3: R373 per hour
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration with the HPCSA as an Oral Hygienist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Oral Hygienist 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 Oral Hygienist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Oral Hygienist 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 Oral Hygienist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to provide clinical service across the Oral Health platform including Tygerberg, Mitchells Plain, Red Cross and Mitchell's Plain clinic. Competencies (knowledge/skills): Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate experience in treating special needs patients. Computer literacy (MS Word, Excel and Outlook).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post Shortlisted candidates will be subjected to a 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 a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>DUTIES</u>	:	Engage in service provision to support the Dept of Health and Wellness and University of the Western Cape public mission. Deliver oral health care through clinical, preventive, and health-promotion services. Collaborating with health professionals and communities and building professional networks. Provide expert support, assistance/training to colleagues, community and patients. Provide oral health care to vulnerable patient groups, ie. Special needs patients. Administration duties relating to facility/patient admin within scope of Oral Hygienist. Effective stock management.
<u>ENQUIRIES</u>	:	Dr. CCA. Cloete Tel No: (021) 937-3092
<u>POST 34/330</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY) (SESSIONAL) (20 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (12 Month Contract Till)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in General Surgery. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in General Surgery. **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 General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with General Surgery, including endoscopy and laparoscopic surgery. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.

DUTIES

: Provision of clinical service delivery at specialist level across the full spectrum of General Surgery services but with a focus on the endoscopy service. Duties in theatre may also be needed, performing surgical procedures. Consultant ward rounds with senior decision making in respect of patient care, including disposition decisions and oversight and input into OPD services. Clinical Governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings and management of complaints and use of existing digital platforms for referrals and patient related documentation. Teaching, training, research activities, including supervision & teaching of junior doctors and participation in the academic program in the hospital. Contribution to improvement of internal systems within the General Surgery service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES **NOTE**

: Dr S Le Roux Tel No: (021) 918-1990

: 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 their 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).