

## DEPARTMENT OF DEFENCE



**CLOSING DATE** : 31 March 2025, (Applications received after the closing date and faxed copies will not be considered).

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

**POST 10/01** : **ASSISTANT DIRECTOR: MEDICAL ADMINISTRATION:**  
**COMPENSATION OCCUPATION INJURIES AND DISEASES ACT**  
**(COIDA) REF NO: DHRMAINT/08/10/25**  
 Chief Directorate Human Resource Management  
 Directorate: Human Resource Maintenance-Medical Administration

**SALARY** : R444 036 – R532 602 per annum (Level 09)  
**CENTRE** : Bank of Lisbon Building, Pretoria  
**REQUIREMENTS** : Grade 12 (NQF 4) or equivalent with National Diploma NQF 6 in HRM/Public Administration with a minimum of three (3) to 5 (five) years' experience in administration and supervisory roles. Special Requirements (skills needed): Compensation Occupation Injuries and Diseases Act (COIDA), Computer literate (MS Word, PowerPoint, how to access Internet, MS Excel and mainframe). Good communication skills (verbal and written) and customer orientation. Have supervisor's experience.

Have excellent interpersonal and problem solving skills. Possession of valid driver's licence is recommended. The knowledge and understanding of Compensation Occupation Injuries and Diseases Act (COIDA), Group Life Insurance Scheme (GLIS) Policies and Medical administration process for the regular force. Excellent telephone etiquette. Ability to obtain a confidential security clearance within 12 months of being appointed.

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

**ENQUIRIES** : Lt Col D. Tshabalala Tel No: (012) 339 5333  
**APPLICATIONS** : Department of Defence, Human Resources Management, Chief Directorate HR Maintenance Medical section, Private Bag X976, Pretoria, 0001 or hand delivered at Department of Defence, Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to: Daniel.Tshabalala@dod.mil.za

**NOTE** : The Chief Directorate Human Resource Management (Directorate Human Resource Maintenance) is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability).

**POST 10/02** : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**  
**DHRACQ/09/10/25/01**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : D HR Acquisition Regional Office, North West, Potchefstroom  
**REQUIREMENTS** : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism.

**DUTIES** : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

**ENQUIRIES** : Mr A.P. Sepuru Tel No: (012) 339 5734/Ms T.H. Mothoagae Tel No: (012) 339 5735.

**APPLICATIONS** : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office North

West, Army Support Base Recruitment Office, Corner Grobler Street (R53) and Eleazer Road, Potchefstroom 2531. May be emailed to: [dhraq.northwest@gmail.com](mailto:dhraq.northwest@gmail.com)

**POST 10/03** : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**  
**DHRACQ/09/10/25/02**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : D HR Acquisition Regional Office, Limpopo, Polokwane  
**REQUIREMENTS** : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism. Good interpersonal relationship skills. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and an insight on Human Resource Legislation pertaining to recruitment. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

**DUTIES** : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

**ENQUIRIES** : Mr A.P. Sepuru Tel No: (012) 339 5734/Ms T.H. Mothoagae Tel No: (012) 339 5735.

**APPLICATIONS** : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office Limpopo D HR Acquisition, Army Support Base Polokwane Recruitment Office, Gateway Drive (Next to Polokwane Airport), Polokwane, 0700. May be emailed to: [dhraq.limpopo@gmail.com](mailto:dhraq.limpopo@gmail.com)

**POST 10/04** : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**  
**DHRACQ/09/10/25/03**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : D HR Acquisition Regional Office, Free State, Bloemfontein  
**REQUIREMENTS** : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism. Good interpersonal relationship skills. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and an insight on Human Resource Legislation pertaining to recruitment. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

**DUTIES** : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant

register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

**ENQUIRIES**

: Mr A.P. Sepuru Tel No: (012) 339 5734/Ms T.H. Mothoagae Tel No: (012) 339 5735.

**APPLICATIONS**

: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office Free State, Army Support Base Bloemfontein Recruitment Office, Pappa Brits Street, Tempe, Bloemfontein, 9300. May be emailed to: [dhraq.freestate@gmail.com](mailto:dhraq.freestate@gmail.com)

## DEPARTMENT OF HUMAN SETTLEMENTS

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : Applications can be submitted to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001 or e-mail to [jobs@dhs.gov.za](mailto:jobs@dhs.gov.za)
- CLOSING DATE** : 31 March 2025 at 16h00
- NOTE** : Please note that your personal information will be collected for the purposes of the recruitment process only. By populating the Z83 form you are consenting to the processing of your personal information. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from the Department of Public Service and Administration's website or any Public Service department and must be accompanied by a detailed CV. Shortlisted candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website 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>. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements 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 10/05** : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/22/2025**  
 Branch: Director-General  
 Chief Directorate: Internal Audit, Risk Management and Special Investigations  
 Directorate: Risk and Integrity Management  
 Sub-Directorate: Special Investigations

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Candidates must be in possession of a Gr 12 certificate, undergraduate qualification (Diploma/Degree) in Law/ Policing / Forensic Investigations/ Auditing/ Criminology or any other relevant equivalent (NQF 6/7) as recognized by SAQA. Registration with the Association of Certified Fraud Examiners (ACFE) will be an added advantage. 3 -5 years' experience at entry level management (Assistant Director). Knowledge in forensic investigations. Knowledge and understanding of legislation administered by the Department such as Public Finance Management Act, Public Administration Act and Regulations, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, Prevention of Organized Crime Act, National Anti-Corruption strategy and Minimum Anti-Corruption Capacity. Proficiency in verbal and written communication as well as presentation skills. Policy analysis, formulation, and implementation skills. Computer literacy and a valid driver's license. The candidate will be subjected to security vetting.

**DUTIES** : The appointee will be responsible for the following: Manage detection, interventions, and reporting of corrupt activities in the Department and the human settlements sector. Coordinate the detection and analysis on existing and emerging trends of fraud and corruption within the human settlements sector and report on findings thereof with recommendations. Coordinate conducting of reviews for detection of fraud on payment of staff Subsistence and Travel claims, supplier invoices on BAS (and other internal fraud, corruption and maladministration matter) within the Department and report on findings thereof recommendations. Coordinate conducting of investigations of corruption on human settlements related matters. Coordinate conducting of investigations on report allegations and incidents on unethical conduct, fraud, corruption and maladministration in the Department, and report on findings thereof with recommendations. Coordinate provision of support and assistance to law enforcement agencies in investigating allegations and reported cases of fraud, corruption, and maladministration within the human settlements sector. Coordinate maintenance of strategic stakeholder partnerships on the investigations of Human Settlements related matters: Establish and maintain relationships with relevant internal and external stakeholders in investigating allegations and cases of fraud, corruption, and maladministration. Provide support to Provinces, Metros, and human settlements entities with investigations on allegations and reported cases of human settlements related fraud, corruption, and maladministration. Manage resources allocated to the Sub-Directorate: Provide any ad hoc assistance in the administration of the Directorate including budget, acquisition plan and procurement plan.

**ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118  
**NOTE** : Male candidates and people with disabilities are encouraged to apply.

**POST 10/06** : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/23/2025**  
 Re-advert, Candidates who previously apply, need not re-apply.

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package.  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 or equivalent, undergraduate Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director/ Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Monitoring events in the Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective Parliament service. Co-ordinate and control movements between the Pretoria and Cape Town Offices and Parliamentary sessions (where applicable). Knowledge of the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.
<b><u>ENQUIRIES</u></b>	:	Mr L Manyama Tel No: (012) 444-9118
<b><u>NOTE</u></b>	:	Female candidates and People with disabilities are encouraged to apply.
<b><u>POST 10/07</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/24/2024</u></b> Re-advertisement, Candidates who previously apply, need not re-apply.
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), all-inclusive salary package.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 or equivalent, undergraduate Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director / Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Managing the administrative and co-ordination activities within the office of the executive authority. Liaising with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Supervise employees.
<b><u>ENQUIRIES</u></b>	:	Mr L Manyama Tel No: (012) 444-9118
<b><u>NOTE</u></b>	:	Female candidates and People with disabilities are encouraged to apply.

## ANNEXURE C

### DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>CLOSING DATE</u></b>	:	31 March 2025
<b><u>NOTE</u></b>	:	Obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. 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. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

### OTHER POSTS

<b><u>POST 10/08</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERPRETING SERVICES REF NO: 25/30/CA</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Legal Interpreting & Translation/ Language Practice/ BA in Language/ Journalist or Linguistics; A minimum of 3 years' experience in Court Interpreting environment at management (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge of Criminal, Civil and Family law cases, Constitutional law cases, Court Operations. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management Planning and organising; Problem solving and decision making; Project management; Computer literacy.



<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage court interpreting services; Coordinate and manage the court interpreting services Stakeholders; Coordinate and monitor the implementation of court interpreting policies; Coordinate operational efficiency of court interpreting; Manage human, financial and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms. MD. Modibane Tel No: (012) 315 1668
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: 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.
<b><u>POST 10/09</u></b>	:	<b><u>DEPUTY DIRECTOR: MAINTENANCE SERVICES REF NO: 25/29/CA</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification NQF level 7 in LLB Degree/ B Proc/ B Com Law or B Juris; A minimum of 3 years' experience in Administrative Law/ Civil Law/Criminal law within Justice System at management (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge and understanding of the Constitutional law cases; Criminal, Civil and family cases, Court Operations, Children's Act and Maintenance Act; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management; Planning and organising; Problem solving and decision making; Project management; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate and develop the implementation of Maintenance Services policy, procedure and framework; Facilitate the monitoring and evaluation on implementation of maintenance services procedures; Manage stakeholder relations; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms. M.D Modibane Tel No: (012) 315 1668
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: 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.
<b><u>POST 10/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) AND PRESIDENT'S FUND REF NO: 25/25/FMS</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 in Financial Management/Accounting as recognized by SAQA; A minimum of 3 years relevant experience in Financial environment at supervisory level; Knowledge and understanding of Prevention of Organised Crime Act (POCA), Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Budgeting and financial management; Concern for others; Change management; Creative thinking; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Presentation and facilitation skills.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Administer allocated monies and property as actioned by Cabinet; Monitor allocated monies to ensure effective use of monies; Prepare annual reports and financial statements for the CARA account and President's Fund; Liaise with officials from other Departments regarding proposed decisions of the CARA Committee; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms. A van Roos Tel No: (012) 315 1094
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 Building, Pretoria, 0001
<b><u>POST 10/11</u></b>	:	<b><u>ASSISTANT DIRECTOR: GUARDIAN'S FUND REF NO: 25/31/FMS</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An (NQF level 7) in Financial Management/Financial Accounting as recognized by SAQA; A minimum of 3 years' experience in a Financial Management/Accounting environment at supervisory level; Knowledge and understanding of the Contract Management framework, Policy Development; Supply Chain Management contract management practices and National Treasury Regulations. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide accounting and technical oversight support; Facilitate system development and processes; Draft Financial Statements and Annual Report that are aligned to Generally Recognised Accounting Practice (GRAP). Perform general management (administration) functions.
<b><u>ENQUIRIES</u></b>	:	Ms. A Van Ross Tel No: (012) 315 1094
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 Building, Pretoria, 0001
<b><u>POST 10/12</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: 24/94/LD</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	NQF level 5 in Secretarial Diploma or equivalent qualification of a legal nature will be an advantage; A minimum of 3 years' experience in rendering a support service to Senior Management; Knowledge of financial, provisioning and Human Resource administration procedures and processes; Knowledge of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of Office Management; Knowledge of document tracking, storage and retrieval. Skills and Competencies: Communication (verbal and written); Organising skills; Computer skills; Presentation skills; Problem solving and interpersonal relations; Ability to correctly interpret relevant documentation; Ability to do research and analyse documents; Intermediate typing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the Deputy Director-General (Manager); Provides a clerical support service to the Manager; Render administrative support services; Provide support to manager regarding meetings; Provide budget

**ENQUIRIES**  
**APPLICATIONS**

administrative support; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manage.

: Ms R Sema Tel No: (012) 315 1333

: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: 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 Building, Pretoria.

**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.*

<b><u>APPLICATIONS</u></b>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<b><u>CLOSING DATE</u></b>	:	01 April 2025
<b><u>NOTE</u></b>	:	Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-">https://www.thensg.gov.za/training-course/sms-pre-entry-</a>

programme/. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB: Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB: All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

#### OTHER POSTS

<b><u>POST 10/13</u></b>	:	<b><u>SENIOR STATE ADVOCATE</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
<b><u>CENTRE</u></b>	:	DPP: Pretoria Ref No: Recruit 2025/77 DPP: Mthatha Ref No: Recruit 2025/78 (Re-advert)
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five(5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<b><u>ENQUIRIES</u></b>	:	DPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808 DPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
<b><u>APPLICATIONS</u></b>	:	DPP: Pretoria e mail: <a href="mailto:Recruit202577@npa.gov.za">Recruit202577@npa.gov.za</a> DPP: Mthatha e mail: <a href="mailto:Recruit202578@npa.gov.za">Recruit202578@npa.gov.za</a>
<b><u>POST 10/14</u></b>	:	<b><u>SENIOR STATE ADVOCATE (ENVIRONMENTAL CRIME) REF NO: RECRUIT 2025/79</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
<b><u>CENTRE</u></b>	:	DPP: Limpopo
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five(5) years' experience in legal practice will be an added advantage. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<b><u>ENQUIRIES</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	e mail: Recruit202579@npa.gov.za
<b><u>POST 10/15</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/80 (X2 POSTS)</u></b> Sexual Offences Community Affairs
<b><u>SALARY</u></b>	:	R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. An appropriate legal qualification, as prescribed by the minister of DOJ&CD in terms of section 16(3) of the National Prosecution Authority Act no 32 of 1998. Extensive experience in criminal and civil litigation as well as advocacy. Knowledge & expertise of the GBVF mandate of the SOCA unit in the areas of Child Justice, Sexual Offences, Maintenance, Trafficking in Persons, Domestic Violence & all other GBV matters generally is required. Positive security clearance. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the portfolios allocated to you by the Special Director. Develop initiatives & interventions to improve the NPA's management of GBVF at all levels. Ensure National implementation of all GBVF initiatives & interventions. Attend to all Representations related specifically to the GBVF mandate as allocated by the SDPP. Research, develop & review training material & implement training for all prosecutors and external stakeholders on the GBVF mandate. Keep abreast with all National & International GBVF legislation, case law (reported & unreported), Protocols, and Research & trends & Develop Legal Opinions, directives, training modules thereto. Ensure dissemination of aforementioned information nationally. Manage, mentor & guide prosecutors, where required, on the GBVF mandate. Render advice on matters relating to GBVF generally. Provide Senior Management with legal opinions on parliamentary reports & enquiries as & when required. Participate in the development & amendment of current legislation on GBVF matters as & when required. Design, develop & maintain an accurate data management system relating to the civil & criminal aspects of GBVF matters. Analyse trends based on the statistics & develop interventions to be implemented with the approval of senior management. Develop, review and participate in the drafting of policies, procedures and related legislation in line with the SOCA mandate. Design, facilitate & implement ongoing Public Awareness campaigns in respect of GBVF campaigns generally. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Formalise ongoing Stakeholder Cooperation & engagement in respect of GBVF generally. Create & participate in GBVF fora provincially & nationally. Implement Performance Management in terms of the NPA policies. Institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and

functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature as & when requested by the SDPP. Study appeals and reviews, prepare opinions and heads of argument and argue GBVF cases as instructed by the SDPP. Perform all duties, including administrative and those assigned to by a duly delegated authority, in accordance with the Code of Conduct, policy and directives of the Public Service & the National Prosecuting Authority. Perform other duties and activities as requested by the SDPP in line with SOCA unit's mandate. Available to travel extensively when required.

**ENQUIRIES  
APPLICATIONS**

: Sandra Reddy Tel No: (012) 845 6670  
: e mail: [Recruit202580@npa.gov.za](mailto:Recruit202580@npa.gov.za)

**POST 10/16**

**SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/81**  
Specialised Commercial Crime Unit

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)  
: Head Office: Pretoria  
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Knowledge of asset forfeiture law. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Willing to travel. Able to work extended hours.

**DUTIES**

: Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance of junior staff.

**ENQUIRIES  
APPLICATIONS**

: Bonakele Jali Tel No: (012) 845 6395  
: e mail [Recruit202581@npa.gov.za](mailto:Recruit202581@npa.gov.za)

**POST 10/17**

**SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/82**  
Specialised Commercial Crime Unit

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)  
: Limpopo  
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Knowledge of asset forfeiture law. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge

		of PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid drivers licence.
<b><u>DUTIES</u></b>	:	Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance of junior staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0285
	:	e mail <a href="mailto:Recruit202582@npa.gov.za">Recruit202582@npa.gov.za</a>
<b><u>POST 10/18</u></b>	:	<b><u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/83</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R979 059 - R1 588 383 per annum (Level SU-3), (Total cost package)
	:	CPP: Odi (Mogwase)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Flora Kalakgosi Tel No: (018) 381 9041
	:	e mail: <a href="mailto:Recruit202583@npa.gov.za">Recruit202583@npa.gov.za</a>
<b><u>POST 10/19</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2025/84 (X2 POSTS)</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	DPP: Pretoria
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding



investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

**DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Godfrey Ramakuela Tel No: (012) 351 6808  
**APPLICATIONS** : e mail: [Recruit202584@npa.gov.za](mailto:Recruit202584@npa.gov.za)

**POST 10/20** : **STATE ADVOCATE (STU) REF NO: RECRUIT 2025/85**  
National Prosecutions Service

**SALARY** : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)

**CENTRE** : DPP: Mthatha

**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

**DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

**ENQUIRIES** : Tulusa Sibindlana Tel No: (047) 501 2669

<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit202585@npa.gov.za">Recruit202585@npa.gov.za</a>
<b><u>POST 10/21</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2025/86 (X2 POSTS)</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU.
<b><u>ENQUIRIES</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202586@npa.gov.za">Recruit202586@npa.gov.za</a>
<b><u>POST 10/22</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2025/87</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<b><u>CENTRE</u></b>	:	DDPP: Durban (OCC)
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with

		the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202587@npa.gov.za">Recruit202587@npa.gov.za</a>
<b><u>POST 10/23</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2025/88</u></b> National Prosecutions Service (Re-advert)
<b><u>SALARY</u></b>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Ntuzuma
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution in Criminal and/or civil litigation. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Positive security clearance. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.
<b><u>ENQUIRIES</u></b>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<b><u>APPLICATIONS</u></b>	:	e-mail <a href="mailto:Recruit202588@npa.gov.za">Recruit202588@npa.gov.za</a>
<b><u>POST 10/24</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Odi (Rustenburg) Ref No: Recruit 2025/89 CPP: Odi (Mogwase) Ref No: Recruit 2025/90 CPP: Mthatha Ref No: Recruit 2025/91 CPP: Mthatha (Bizana) Ref No: Recruit 2025/ 105 CPP: Mthatha (Bityi) Ref No: Recruit 2025/106 CPP: Pietermaritzburg Ref No: Recruit 2025/92

	CPP: Polokwane (Lenyenye) Ref No: Recruit 2025/93
	CPP: Modimolle Ref No: Recruit 2025/94
	CPP: Polokwane Ref No: Recruit 2025/95
	CPP: Polokwane(Tzaneen) Ref No: Recruit 2025/96
	CPP: Port Shepstone (Ixopo) Ref No: Recruit 2025/97
	CPP: Port Shepstone (Kokstad) Ref No: Recruit 2025/98
	CPP: Ntuzuma (Verulam) Ref No: Recruit 2025/99
	CPP: Ntuzuma (Pinetown) Ref No: Recruit 2025/100
	CPP: Durban Ref No: Recruit 2025/101
<b><u>REQUIREMENTS</u></b>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<b><u>DUTIES</u></b>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES</u></b>	: CPP: Odi (Rustenburg) & CPP: Odi (Mogwase) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Mthatha; CPP: Mthatha (Bizana) & CPP: Mthatha (Bityi) Tulisa Sindlana Tel No: (047) 501 2669 CPP: Pietermaritzburg, Thabsile Radebe Tel No: (033) 392 8753 CPP: Polokwane (Lenyenye); CPP: Polokwane; CPP: Polokwane (Tzaneen) & CPP: Modimolle, Thuba Thubakgale Tel No: (015) 045 0285 CPP: Port Shepstone (Ixopo); CPP: Port Shepstone (Kokstad); CPP: Ntuzuma (Verulam); CPP: Ntuzuma (Pinetown) & CPP: Durban Phiywayinkosi Nhlengethwa Tel No: (031) 334 5003
<b><u>APPLICATIONS</u></b>	: CPP: Odi (Rustenburg) e-mail: <a href="mailto:Recruit202589@npa.gov.za">Recruit202589@npa.gov.za</a> CPP: Odi (Mogwase) e-mail: <a href="mailto:Recruit202590@npa.gov.za">Recruit202590@npa.gov.za</a> CPP: Mthatha e-mail: <a href="mailto:Recruit202591@npa.gov.za">Recruit202591@npa.gov.za</a> CPP: Pietermaritzburg e-mail: <a href="mailto:Recruit202592@npa.gov.za">Recruit202592@npa.gov.za</a> CPP: Polokwane (Lenyenye) e-mail: <a href="mailto:Recruit202593@npa.gov.za">Recruit202593@npa.gov.za</a> CPP: Modimolle e-mail: <a href="mailto:Recruit202594@npa.gov.za">Recruit202594@npa.gov.za</a> CPP: Polokwane e-mail: <a href="mailto:Recruit202595@npa.gov.za">Recruit202595@npa.gov.za</a> CPP: Polokwane(Tzaneen) e-mail: <a href="mailto:Recruit202596@npa.gov.za">Recruit202596@npa.gov.za</a> CPP: Port Shepstone (Ixopo) e-mail: <a href="mailto:Recruit202597@npa.gov.za">Recruit202597@npa.gov.za</a> CPP: Port Shepstone (Kokstad) e-mail: <a href="mailto:Recruit202598@npa.gov.za">Recruit202598@npa.gov.za</a> CPP: Ntuzuma (Verulam) e-mail: <a href="mailto:Recruit202599@npa.gov.za">Recruit202599@npa.gov.za</a> CPP: Ntuzuma (Pinetown) e-mail: <a href="mailto:Recruit2025100@npa.gov.za">Recruit2025100@npa.gov.za</a> CPP: Durban e-mail: <a href="mailto:Recruit2025101@npa.gov.za">Recruit2025101@npa.gov.za</a> CPP: Mthatha (Bizana) e-mail: <a href="mailto:Recruit2025105@npa.gov.za">Recruit2025105@npa.gov.za</a> CPP: Mthatha (Bityi) e-mail: <a href="mailto:Recruit2025106@npa.gov.za">Recruit2025106@npa.gov.za</a>
<b><u>POST 10/25</u></b>	: <b><u>DISTRICT COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	: R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<b><u>CENTRE</u></b>	: CPP: Mthatha (Ntabankulu) Ref No: Recruit 2025/102 (Re-advert) CPP: East London Ref No: Recruit 2025/103
<b><u>REQUIREMENTS</u></b>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience.

		Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to Prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<b><u>ENQUIRIES</u></b>	:	CPP: Mthatha (Ntabankulu) Tulisa Sibindlana Tel No: (047) 501 2669 CPP: East London Talita Raga Tel No: (040) 608 6800
<b><u>APPLICATIONS</u></b>	:	CPP: Mthatha (Ntabankulu) e-mail: <a href="mailto:Recruit2025102@npa.gov.za">Recruit2025102@npa.gov.za</a> CPP: East London e-mail: <a href="mailto:Recruit2025103@npa.gov.za">Recruit2025103@npa.gov.za</a>
<b><u>POST 10/26</u></b>	:	<b><u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/104</u></b> National Prosecutions Service Re-advert
<b><u>SALARY</u></b>	:	R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Nelspruit (Mhala)
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<b><u>DUTIES</u></b>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES</u></b>	:	Tebogo Mashile Tel No: (013) 045 0686
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2025104@npa.gov.za">Recruit2025104@npa.gov.za</a>

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office: Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **Free State/Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- : **Gauteng/Land Court/Pretoria/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- : **KwaZulu Natal, Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- : **North-West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE**

: 04 April 2025

**NOTE**

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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. 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 fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent

residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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 of the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

**ERRATUM:** Kindly note that the post of Deputy Director: Information Security with Ref No: 2025/19/OCJ advertised on Public Service Vacancy Circular 09 dated 07 March 2025 with a closing date 25 March 2025 has been withdrawn. Apologies for any inconvenience caused.

#### **MANAGEMENT ECHELON**

**POST 10/27** : **CHIEF DIRECTOR: JUDICIAL EDUCATION SUPPORT REF NO: 2025/48/OCJ**

**SALARY** : R1 436 022 - R1 716 933 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.

**CENTRE** : National Office: Midrand (South African Judicial Education Institute)  
**REQUIREMENTS** : Matric certificate and a three-year Bachelor's degree (NQF Level 7) in Law, Management or Education at NQF level 7 or a post graduate diploma in Law, Management or Education at NQF level 7 as recognized by SAQA. A minimum of five (5) years' working experience at senior management level. Experience in management, legal, practice or academia.

Experience in the training environment. A valid driver's license. Knowledge of SAJEI Act and other relevant legislation. Knowledge of online training platforms. Knowledge of the work of Judicial officers. Knowledge of research methodologies. Ability to liaise with local and international stakeholders. Good understanding of departmental prescripts and frameworks, (e.g. departmental codes). Understanding of legislation governing Court procedures, processes and policies. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem Solving and Analysis. People management and Empowerment. Excellent skills in report writing. Advanced Computer Literacy (Excel, Word and PowerPoint). Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills. 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.

<b><u>DUTIES</u></b>	:	Provide technical support to the CEO in fulfilling functions of the Institute as listed in section 5 of the SAJEI Act. Ensure seamless implementation of the Corporate Governance calendar. Lead and monitor the effective implementation of the annual research agenda. Ensure timeous achievement of quality research outputs. Ensure submission of performance information reports to the CEO in compliance with applicable prescripts and policies. Coordinate and monitor material development and review. Manage effective implementation of annual training schedules. Monitor compliance with prescripts applicable to Human resources, Financial and Risk management. Facilitate the development and implementation of SAJEI's Performance and operational plans.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Dr G Moshoeu Tel No: (010) 493 2616 HR related enquiries: Ms LP Mpe/Mr SW Mekoa Tel No: (010) 493 2500
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/46/OCJ@judiciary.org.za">2025/46/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

#### **OTHER POSTS**

<b><u>POST 10/28</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 2025/29/OCJ</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Constitutional Court: Braamfontein
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and an LLB degree or four (4) years recognised legal qualification as recognised by SAQA. A minimum of three (3) years relevant legal experience. At least in research A minimum of three (3) years research experience of which three years' must be at Junior Management level (ASD level). A minimum of three (3) years supervisory experience in a legal environment. A valid driver's license. BA/BCom Law degree will serve as an advantage. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Budgeting and financial management, Problem solving Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including dictaphone typing. Confidential and time management. Computer literacy (MS Word) and research capabilities. Willingness to work outside normal working hours. 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.
<b><u>DUTIES</u></b>	:	Lead and manage the transformation within the office. Encourage an effective and efficient performing culture for Law Clerks. Provide overall leadership by ensuring coordination as well effective functioning of the unit. Develop and implement best practices, policies, procedures and internal control systems. Facilitate the recruitment and selection of Law



Clerks program. Ensure drafting and placement of the advert. Ensure the development and quality assurance of the master list. Ensure timeous distribution to the Law Clerks Committee. Facilitate shortlisting and interview process in consultation with the Justices. Ensure that personnel suitability checks and verification of qualifications for recommended candidates are conducted. Oversee the administration of Practice Directions issued by the Chief Justice. Ensure compliance with court processes and rules of the Constitutional Court. Ensure and support case flow management after consultation with general office. Ensure proper and effective communication with Director Court Operations. Modernise research methodologies and/or technologies and ensure relevant research material is at all times available. Disseminate relevant information to the Law Clerks. Ensure implementation of training and development initiatives of Law Clerks within the Constitutional Court. Ensure the provision of orientation and induction programs within the unit. Facilitate and coordinate training courses or programs for the law clerks in consultation with the Law Clerk Committee. Ensure the development Programme are implemented effectively. Conduct skills audit and consolidate training needs. Conduct briefing and feedback sessions of the law clerks Programme. Supervise and Develop Law Clerks. Ensure general supervision of Law Clerks. Allocate duties and perform quality control on the work delivered by officials. Develop and manage the monthly leave plan and reporting. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458  
**APPLICATIONS** : HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574  
**NOTE** : Applications can be via email to: [2025/29/OCJ@judiciary.org.za](mailto:2025/29/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 10/29** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/30/OCJ**

**SALARY** : R376 413 - R443 403 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Land Court: Randburg  
**REQUIREMENTS** : A Grade 12 and three years (03) National Diploma in Public Administration / Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in administration field and valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Provide support to the senior managers with daily clerical tasks. Keep up breast with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Formulate administration policies. Review office policies and procedures Update existing protocols and office policies. Communication skills (verbal & written), Problem solving skills, Good public relations skills,

Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. Manage and Monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval.

**ENQUIRIES**

: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316

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

**APPLICATIONS**

: Applications can be via email to: [2025/30/OCJ@judiciary.org.za](mailto:2025/30/OCJ@judiciary.org.za)

**NOTE**

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

**POST 10/30**

: **JUDGE'S SECRETARY REF NO: 2025/31/OCJ (X2 POSTS)**

**SALARY**

: R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: Supreme Court of Appeal: Bloemfontein

**REQUIREMENTS**

: Grade 12. A minimum of one-year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management. 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.

**DUTIES**

: Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

**ENQUIRIES**

: Technical related enquiries: Ms s. Collins Tel No: (051) 492 4623

HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523

**APPLICATIONS**

: Applications can be via email to: [2025/31/OCJ@judiciary.org.za](mailto:2025/31/OCJ@judiciary.org.za)

**NOTE**

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

<b><u>POST 10/31</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2025/32/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	North-West High Court: Mahikeng Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test and shall undertake pre-entry practical exercise as part of the assessment. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. 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.
<b><u>DUTIES</u></b>	:	Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Mr O Sebatso Tel No: (018) 397 7064/ 7000 HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/32/OCJ@judiciary.org.za">2025/32/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/32</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2025/33/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	KwaZulu Natal Local Division High Court: Durban Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant, a valid driver's license, an LLB Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication

skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities 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.

#### **DUTIES**

: Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.

#### **ENQUIRIES**

: Technical enquiries: Ms K Marais Tel No: (031) 492 5562  
HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

#### **APPLICATIONS**

: Applications can be via email to: [2025/33/OCJ@judiciary.org.za](mailto:2025/33/OCJ@judiciary.org.za)

#### **NOTE**

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

#### **POST 10/33**

: **SENIOR HUMAN RESOURCE OFFICER REF NO: 2025/34/OCJ**

#### **SALARY**

: R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

#### **CENTRE**

: KZN Provincial Service Centre

#### **REQUIREMENTS**

: A three (3) years' Degree or National Diploma in HRM. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system. (Shortlisted candidates will be required to submit PERSAL certificates/results). A valid code B drivers' license. Supervisory experience in HR will be an added advantage. Skills and Competencies: Computer literacy, knowledge of the relevant Human Resource Management Legislation/ Directives, knowledge of PERSAL system. Good communication skills (written and verbal), good interpersonal and public relation skills, good administration and organizational skills. Customer Service Skills, time management and confidentiality. Supervisory and leadership skills. Ability to work under pressure. 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.

#### **DUTIES**

: Supervise, plan, and coordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service eg, Personnel development, Performance management, Discipline and ensure quality of work, supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, medical Aid, Injury on duty, termination, long service recognition, overtime, relocation, pension, allowances, secretariat function on interviews, absorption,

	probation reports, Human Resource management practices, inform guide and advice the implementation of HR Management practices, approve transactions on PERSAL according to delegations. Prepare reports on Human Administration issues and statistics.
<b><u>ENQUIRIES</u></b>	: Technical/HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<b><u>APPLICATIONS</u></b>	: Applications can be via email to: <a href="mailto:2025/34/OCJ@judiciary.org.za">2025/34/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/34</u></b>	: <b><u>ADMINISTRATION CLERK: ASSETS REF NO: 2025/35/OCJ</u></b>
<b><u>SALARY</u></b>	: R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: National Office: Midrand
<b><u>REQUIREMENTS</u></b>	: A Grade 12 certificate with no experience required or a three-year tertiary qualification (NQF level 6) as recognized by SAQA in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting. A minimum of 1 - 2 years working experience in Asset Management will be an added advantage. A valid driver 's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards. Knowledge of the procurement directives and procedures. Computer literacy. Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making, and Innovative. Willingness to travel is essential. 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.
<b><u>DUTIES</u></b>	: Conduct asset verification for departmental owned and leased assets. Regular update of the Asset register and lease register. Barcode newly acquired assets. Quarterly reconciliation of asset verified against the asset register. Reconcile the asset expenditure against the assets register. Maintain the register for new asset additions. Update the lease register with newly concluded contracts or extended ones. Facilitate the disposal of unserviceable, redundant, obsolete and lost Maintain a register for all lost assets supported by relevant supporting documents. Assist in resolving audit queries and ensure completeness and accuracy of the asset register. Assist with leased assets & disposal related enquiries.
<b><u>ENQUIRIES</u></b>	: Technical enquiries, Mr P Mahumane Tel No: (010) 493 2646
	: HR related enquiries, Ms S Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS</u></b>	: Applications can be via email to: <a href="mailto:2025/35/OCJ@judiciary.org.za">2025/35/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/35</u></b>	: <b><u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/36/OCJ</u></b>
<b><u>SALARY</u></b>	: R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: KZN Provincial Service Centre, (Stationed at Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	: Matric certificate or equivalent qualification, An LLB Degree or an equivalent qualification will serve as an added advantage. A minimum of one (1) year' experience will serve as an added advantage Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills communication skills (verbal and written). Minute taking skills. Decision making and time, management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. 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.

<b><u>DUTIES</u></b>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate Provide Administrative functions to the Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and supervisor.
<b><u>ENQUIRIES</u></b>	:	HR related enquiries: Ms N Naidoo / Ms SZ Mvuyana Tel No: (031) 493 1723 Technical related enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/36/OCJ@judiciary.org.za">2025/36/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/36</u></b>	:	<b><u>ADMINISTRATION CLERK (DCRS) REF NO: 2025/37/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Pretoria Matric Certificate or equivalent qualification; Computer Certificate (MS Office). Good Communication skill (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations skills; The following will serve as an added advantage: Experience in general administration or Court related functions with regard to court recordings and/or case flow management and a valid driver's license. The shortlisted candidates shall undertake a typing test or a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the post technical and generic requirements. 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.
<b><u>DUTIES</u></b>	:	Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine is on before court starts, make sure that the microphones is functioning properly. Provide administrative support in circuit courts. Collecting statistics. Report malfunctions on the machines; Make sure the voices are audible; Export Cases. Keep record of all requests made transcriptions. Provide administrative support in general on court performance and case flow management.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms T Nzimande Tel No: (010)494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/37/OCJ@judiciary.org.za">2025/37/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/37</u></b>	:	<b><u>CUSTOMER SERVICE OFFICER REF NO: 2025/38/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Johannesburg Grade twelve (12) or NQF Level 4 qualification, the following will service as an added advantage, a three (3) year National Diploma and a minimum of 6 Months / Call Centre/Customer Enquiries. Skills and Competencies. Public Service Regulations 2016, data capturing, Communication Skills, Customer focused, Telephone etiquette, Computer literacy (Excel, Word and PowerPoint), Ability to perform under pressure, Excellent interpersonal skills, Ability to work independently. 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.

<b><u>DUTIES</u></b>	:	Render switchboard services. Maintain and control visitor register at the Court front desk. Provide access to the daily Court roll. Provide client liaison services within the office.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/38/OCJ@judiciary.org.za">2025/38/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/38</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 2025/39/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of the High Court: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12, computer literacy and experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), good interpersonal and public relations skills, good administration and organizational skills and customer service skills and ability to work under pressure. 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.
<b><u>DUTIES</u></b>	:	Render efficient and effective support services to the court, assist the Registrar with compilation of Court rolls (Opposed Motion and Trails Rolls), allocation of dates in a court diary for the various rolls. Checking court files for compliance of the Practice Directive before dates are allocated, accepting of filing for the matters on the roll and attending to the filing in court files, assisting litigants and in person litigants with drawing of their files under the court rolls dates for perusal and indexing prior to closing the roll. Advising and guiding litigants on the process to obtain dates on the rolls, closing and publishing of the court roll. Facilitating and processing requests for preference via the Judge President's Office. Co-ordinating of the diary in respect of the various roll with the JP's office to ensure that there are sufficient Judges/Courts. Updating of spreadsheets and collating of statistics.
<b><u>ENQUIRIES</u></b>	:	HR related enquiries: Ms N Naidoo / Ms SZ Mvuyana Tel No: (031) 493 1723 Technical related enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/39/OCJ@judiciary.org.za">2025/39/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/39</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 202/40/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of the High Court: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. 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. 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.

**DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties

**ENQUIRIES** : Technical/HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

**APPLICATIONS** : Applications can be via email to: [2025/46/OCJ@judiciary.org.za](mailto:2025/46/OCJ@judiciary.org.za)

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

**POST 10/40** : **ADMINISTRATION CLERK (DCRS) REF NO: 2025/41/OCJ**

**SALARY** : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : North-West Division of The High Court

**REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum of one-year relevant experience will be an added advantage. A valid Driver's license. Skills and Competencies: Job Knowledge. Good Communication skills (verbal and written). Interpersonal relations skills. Flexibility. Team work. Planning and organization skills. Computer literacy (MS Office). 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.

**DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrant of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and or supervisor.

**ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7064/ 7000

HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064

**APPLICATIONS** : Applications can be via email to: [2025/40/OCJ@judiciary.org.za](mailto:2025/40/OCJ@judiciary.org.za)

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

**POST 10/41** : **DATA CAPTURER REF NO: 2025/42/OCJ (X2 POSTS)**

**SALARY** : R183 279 - R215 892 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division of The High Court: Johannesburg

**REQUIREMENTS** : Grade twelve (12) or NQF Level 4 qualification, Computer literacy knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies. Good communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, Problem solving skills. Customer service and attention to detail. 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.

**DUTIES** : Provide administration support services Capture and update data from available records into the required formats e.g. databases, table and spreadsheet, Validate and review data (for quality purposes) to ensure correctness, completeness and consistency, Compile spreadsheets, and update routine statistics information/ reports and registers, Receive, register and track records or documents submitted for further processing.



Capture routine transactions on computer such as the transfer of information from manual records to electronic records, Continuous updating of information on computer for reporting purposes and retrieving information required Make regular backups of data, ensure records and files are properly sorted and secured, Provide information to the component.

**ENQUIRIES** : Technical enquiries: Mr D Ramanyai Tel No: (010) 494 8489  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  
**APPLICATIONS** : Applications can be via email to: [2025/41/OCJ@judiciary.org.za](mailto:2025/41/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 10/42** : **ASSISTANT LIBRARIAN REF NO: 2025/43/OCJ**

**SALARY** : R183 279 – R215 892 per annum (Level 04) The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division of The High Court: Johannesburg  
**REQUIREMENTS** : Grade (12). Skills and Competencies Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. 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.

**DUTIES** : Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Conducting information searches on the electronic catalogue and other information databases and online informational retrieval resources. Upload received judgments on the Central Case Law Repository. Collect and deliver books from/to judge's chambers. Assist with shelving of publications and shelve reading. Conduct asset verification on library books. Attend to queries relating to asset verification. Process received standing orders and mail. Co-ordinate and prepare binding of all journals and law reports. Update and manage library registers. Operate library machines. Assist with compiling of reports on library matters.

**ENQUIRIES** : Technical enquiries: Ms L Madisha Tel No: (010) 494 8466  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  
**APPLICATIONS** : Applications can be submitted via email at [2025/42/OCJ@judiciary.org.za](mailto:2025/42/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity

**POST 10/43** : **TYPIST REF NO: 2025/44/OCJ**

**SALARY** : R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division of The High Court: Pretoria  
**REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. 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. 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.

<b><u>DUTIES</u></b>	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Technical/HR related enquires: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/43/OCJ@judiciary.org.za">2025/43/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/44</u></b>	:	<b><u>USHER MESSENGER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R155 148 - R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of the High Court: Johannesburg Ref No: 2025/ 45/OCJ Land Court: Randburg Ref No: 2025/46/OCJ
<b><u>REQUIREMENTS</u></b>	:	Grade (10) (AET/ABET Level 2 certificate).). Skills and competencies, Computer literacy and basic software (outlook, Excel and word) Good Communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, conflict Management, work ethic, and motivation, Professional appearance and conduct Self-Management. 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.
<b><u>DUTIES</u></b>	:	Render efficient and effective support to the court. Collecting and delivering documents from or addressed to Judge and the Chief Registrar. Collecting, delivering and distributing post and documents within the court building. Processing of electronic court files. Assist in court when needed. Render assistance to witness and public when needed. Ushering visitors within the Office of the Registrars.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/44/OCJ@judiciary.org.za">2025/44/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/45</u></b>	:	<b><u>HANDYMAN REF NO: 2025/47/OCJ</u></b>
<b><u>SALARY</u></b>	:	R155 148 - R182 757 per annum (Level 03) The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of High Court, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) and qualification in plumbing, electrical or carpentry will be added as advantage. Skill and competencies, occupational Health and Safety Act, Knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts, Computer literacy and basic software (outlook, Excel and word) Behavioural competences, 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.
<b><u>DUTIES</u></b>	:	Executive minor general building maintenance, 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.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/45/OCJ@judiciary.org.za">2025/45/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity.

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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



**CLOSING DATE**  
**NOTE**

: 04 April 2025 at 16H00

: 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/>. Note: For emailed applications, please submit a Single document or One Attachment per application to the email address designated for 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.

#### OTHER POSTS

<b><u>POST 10/46</u></b>	:	<b><u>CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2025/01</u></b>
<b><u>SALARY</u></b>	:	R1 200 426 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Gqeberha Regional Office
<b><u>REQUIREMENTS</u></b>	:	An Engineering Degree (B Engineering / BSc Engineering) or relevant qualification, six (6) years' post qualification experience required as a Professional Engineer and compulsory registration with ECSA as a Professional Engineer. Must have Computer Literacy and a Valid Driver's License. Willingness to adapt work schedule in accordance with office requirements. Knowledge of Electrical schedule in accordance with office requirements. Knowledge of Electrical Engineering best practice and Project Management must have extensive knowledge of all electrical engineering aspects of building and construction environment. Applicable knowledge of the PFMA, OHSA, SCM, Contract Management Act. Knowledge of and experience in working in a High-Performance Centre environment to manage project delivery and must have experience on how to use dashboards to track project progress. Experience in development implementation and oversight of recovery plan when projects are lagging. Decision making skills, team leadership, creativity, self-management, customer focus and responsiveness, planning and organizing, conflict management, problem solving and analysis, people management, change management and innovation skills. Strong verbal and written communication skills. Good analytical skills.
<b><u>DUTIES</u></b>	:	Provide technical lead in proposal preparations. Define technical lead in proposal resources requirements for successful work execution. Perform final review and approvals or audits on new engineering designs according to design principle or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Identify areas for technological advancement and maintaining excellent engineering standards. Maximise team performance using standard processes. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Ensure an effective interface with other departmental staff maintained. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Mentor, train, develop candidates and related technical and administrative personnel to promote skills/ knowledge transfer and adherence to sound engineering principles and code practice. Provide general supervision of employees.
<b><u>ENQUIRIES</u></b>	:	Mr S. Jikeka Tel No: (041) 408 2074
<b><u>APPLICATIONS</u></b>	:	Gqeberha 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. Or email to: <a href="mailto:RecruitPE25-01@dpw.gov.za">RecruitPE25-01@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms PT Buswa

<b><u>POST 10/47</u></b>	:	<b><u>CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2025/02</u></b> (Re-advertisement for Ref No: 2024/71, PSVC 27 of 2024, Applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R1 200 426 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Cape Town Office Regional Office
<b><u>REQUIREMENTS</u></b>	:	An Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Mechanical Engineer in the Building Services Environment; compulsory registration with ECSA as professional Engineer. Extensive knowledge of all Mechanical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing, Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular

updating of standardised mechanical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

**ENQUIRIES  
APPLICATIONS**

: Ms. T. Kolele Tel No: (021) 402 2063  
:  
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: [RecruitCPT25-01@dpw.gov.za](mailto:RecruitCPT25-01@dpw.gov.za)

**FOR ATTENTION**

: MS. C Rossouw

**POST 10/48**

: **CHIEF CONSTRUCTION PROJECT MANAGEMENT (GRADE A) REF NO: 2025/03 (X2 POSTS)**

**SALARY**

: R1 200 426 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

**CENTRE  
REQUIREMENTS**

: Cape Town Regional Office  
:  
: A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.

**DUTIES**

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

**ENQUIRIES  
APPLICATIONS**

: Ms T Kolele Tel No: (021) 402 2063  
:  
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: [RecruitCPT25-02@dpw.gov.za](mailto:RecruitCPT25-02@dpw.gov.za).

**FOR ATTENTION  
NOTE**

: Ms. C Rossouw  
: People with disabilities are encouraged to apply

<b><u>POST 10/49</u></b>	:	<b><u>CHIEF ARCHITECT: PROJECTS (GRADE A) REF NO: 2025/04</u></b>
<b><u>SALARY</u></b>	:	R1 042 170 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	B degree in Architecture or relevant qualification. Six years post qualification architectural experience required. Compulsory registration with SACAP as a professional Architect. Valid driver's license. Knowledge: Architectural design, principles and analysis. Be acquainted with and have exposure in: development, implementation, oversight of recovery plans when projects are lagging as well as the use of dashboards to track project progress. Computer-aided engineering applications. Knowledge Of: Occupational Health and Safety Act. Public Finance Management Act. Skills: advanced technical report writing, ability to undertake critical review/analysis and provide technical advice, financial administration. Effective verbal communication and negotiation skills. Personal Attributes: analytical, solution orientated, ability to work under stressful situations and to communicate at all levels. Ability to work independently.
<b><u>DUTIES</u></b>	:	Architectural design and analysis effectiveness. Perform final review and approval or audits on architectural designs according to design principles or theory. Co-ordinate design effort and integration across discipline to ensure seamless integration with current technology. Maintain engineering operational effectiveness. Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the engineering environment. Management the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiative e.g. short-term assignments and secondments within and across operations, in support of individual development plans. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Assess the work of support for development. Identify on-job trainee requirements. Train and develop trainee cost engineer on the job and through formalized training programmes. Coach and mentor newly appointed personnel.
<b><u>ENQUIRIES</u></b>	:	Ms T Kolele Tel No: (021) 402 2063
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: <a href="mailto:RecruitCPT25-03@dpw.gov.za">RecruitCPT25-03@dpw.gov.za</a> .
<b><u>FOR ATTENTION</u></b>	:	MS. C Rossouw
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 10/50</u></b>	:	<b><u>CONSTRUCTION PROJECT MANAGER (GARDE A) REF NO: 2025/05 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 499 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Manager. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<b><u>DUTIES</u></b>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<b><u>ENQUIRIES</u></b>	:	Ms T Kolele Tel No: (021) 402 2063
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, Cape Town, 8000 or hand delivered to Ground-floor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town. Or email to: <a href="mailto:RecruitCPT25-04@dpw.gov.za">RecruitCPT25-04@dpw.gov.za</a> .
<b><u>FOR ATTENTION</u></b>	:	Ms C Rossouw
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 10/51</u></b>	:	<b><u>CHIEF ARTISAN (GRADE A): ELECTRICAL/ MECHANICAL:</u></b> <b><u>WORKSHOP REF NO: 2025/06</u></b>
<b><u>SALARY</u></b>	:	R455 223 per annum, (OSD salary package)
<b><u>CENTRE</u></b>	:	Cape Town regional Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate in Electrical/ Mechanical. Ten (10) years post qualification Experience required as an Artisan/Artisan Foreman. Valid driver's license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Must be computer literate.
<b><u>DUTIES</u></b>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all work shop equipment and knowledge of relevant trades.



<b><u>ENQUIRIES</u></b>	:	Mr. T Mudau at (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/ Mr. M. Stephens at (082) 376 6005
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: <a href="mailto:RecruitCPT25-05@dpw.gov.za">RecruitCPT25-05@dpw.gov.za</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms. C Rossouw People with disabilities are encouraged to apply
<b><u>POST 10/52</u></b>	:	<b><u>ARTISAN PAINTER: WORKSHOP (GRADE A) REF NO: 2025/07 (X2 POSTS)</u></b> (Re-advertisement for Ref No: 2024/87, PSVC 33 of 2024, Applicants who previously applied are encouraged to re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R230 898 per annum, (OSD Salary package) Cape Town Regional Office Appropriate Trade Test Certificate in Painting. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<b><u>DUTIES</u></b>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. E Rykief at (066) 185 0207 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: <a href="mailto:RecruitCPT25-07@dpw.gov.za">RecruitCPT25-07@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 10/53</u></b>	:	<b><u>ARTISAN PLUMBING: WORKSHOP (GRADE A) REF NO: 2025/08</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R230 898 per annum, (OSD salary package) Cape Town Regional Office Appropriate Trade Test Certificate in Plumbing. A valid driver's License (B1/ Higher). Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<b><u>DUTIES</u></b>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<b><u>ENQUIRIES</u></b>	:	Mr. WM Samsodien Tel No: (021) 402 2153 or Mr T Mudua Tel No: (021) 402 2333

<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Foreshore, Cape Town. Or email to: <a href="mailto:RecruitCPT25-08@dpw.gov.za">RecruitCPT25-08@dpw.gov.za</a> .
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 10/54</u></b>	:	<b><u>ARTISAN BRICKLAYER: WORKSHOP (GRADE A) REF NO: 2025/09</u></b>
<b><u>SALARY</u></b>	:	R230 898 per annum, (OSD salary package)
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate in Bricklaying. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<b><u>DUTIES</u></b>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<b><u>ENQUIRIES</u></b>	:	Mr. M Stephens Tel No: (021) 402 2334; Mr. M Jumba Tel No: (021) 402 2338; Mr. Mudau Tel No: (021) 402 2333
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: <a href="mailto:RecruitCPT25-09@dpw.gov.za">RecruitCPT25-09@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 10/55</u></b>	:	<b><u>ARTISAN PRODUCTION: PAINTER (GRADE A) REF NO: 2025/10</u></b>
<b><u>SALARY</u></b>	:	R230 898 per annum, (OSD salary package)
<b><u>CENTRE</u></b>	:	Bloemfontein Regional office
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate in Painting. A valid driver's license. Knowledge in the field of water reticulation, repairs and maintenance to valve chambers and burst pipes. Also have knowledge in bricklaying, carpentry and painting. Must be willing to work overtime and stand by. Ability to manage people. An understanding of the Performance management System. Computer literacy. Good communication skills (Verbal and Written). Negotiation skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be in charge of Building workshop as well as the building related services. Administer leave, overtime and transport registers. Report to Head of workshop.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mashinini Tel No: (051) 408 734
<b><u>APPLICATIONS</u></b>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300. Or email to: <a href="mailto:RecruitBLOEM25-01@dpw.gov.za">RecruitBLOEM25-01@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr D Manus

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 31 March 2025
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. 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 of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. 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 qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a 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****POST 10/56**

- : **SCIENTIST MANAGER GRADE A REF NO: 310325/01**  
 Branch: Water Resource Management  
 Dir: Resource Quality Information Services  
 Re-advertisement, applicants who have previously applied must reapply

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 042 170 per annum, (all-inclusive OSD salary package)
- : Pretoria (Roodeplaat)
- : An MSc degree or relevant qualification in Numerical, Earth or Natural Science. Six (6) years post BSc Natural Scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's licence. A certification in

information systems analysis, design, and development, backed by relevant experience. Working knowledge of National Water Act, 1998 (Act No 36 of 1998), related legislation policies. Computer literacy. Knowledge of PFMA and Occupational Health and Safety Act. Planning and organising, people management, conflict management, negotiation, change management skills. Mentoring of candidate scientists. Experience in design, development and maintenance of water resources information systems. Experience in information systems project management and financial management skills. Good communication, presentation, and networking skills. Ability to review technical and scientific reports and provide recommendations. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. The ability to work independently, to interact with internal/external stakeholders, Professional Service Providers (PSPs) and planning partners in the water sector. Working knowledge of research and development. Computer aided scientist applications. Creation of high-performance culture. Sound administrative skills and a demonstrated commitment to service delivery.

**DUTIES** : Provide leadership and management to the Sub-directorate: Resource Quality Information. Lead the analysis, design, development and maintenance of water quality information databases and systems. Lead, coordinate and develop methodology for the analysis and generation of water resource quality data, information and knowledge products. Develop and implement water resource quality information dissemination tools. Lead and coordinate technical reporting and publication of water resource quality information, through reports, publications and websites. Review scientific documents and publications on water resource quality information. Lead and coordinate training of the DWS officials and the DWS entities on the use of water resource quality information databases and systems. Compile technical, scientific, performance reports, project plan and reports, audit reports, risk reports, operational plan, demand management plan and procurement plan.

**ENQUIRIES** : Ms T Masilela Tel No: (012) 808 9619  
**APPLICATIONS** : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [RecruitHO10@dws.gov.za](mailto:RecruitHO10@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION** : Recruitment and Selection Unit

**POST 10/57** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 310325/02**  
 Branch: Regulation Compliance and Enforcement  
 Dir: Water Resources Regulations

**SALARY** : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : A Science degree (BSc) (Hon) in Natural Science or relevant qualification. Three (3) years post qualification natural scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Excellent knowledge and understanding of the water sector i.e. related policies, regulations, principles, guidelines, tools and procedures as well as policy development implementation and monitoring other relevant legislation such as the Minerals and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and the Natural Environmental Management: Waste Act: 2008 (Act 28 of 2008). Ability to work in a multidisciplinary team and to adapt to a dynamic environment. Ability to take initiatives and work independently. Scientific presentation and exercising professional judgement. Technical report writing. Facilitation skills and the ability to

interact with key stakeholders in the water sector, National Departments as well as Provincial and Local Government. Excellent communication skills including verbal, report writing, presentation and computer skills as well as innovative thinking and analytical / Problem-solving skills. Sound strategic planning and project management skills. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours.

**DUTIES** : Develop and monitor implementation of regulatory tools, strategies, protocols, guidelines and standard operating procedures for water resource regulation and protection. Promote and continuously improve regulatory tools. The oversight and consolidation of provincial resource quality reports, the co-ordination and determination of workable solutions to minimise large scale quantity/quality impact on water resources. Management of personnel and resources in the sub-directorate. Provide assistance and support to the regional offices of the department on water resources regulation and protection and be involved in the management of projects relevant to the directorate.

**ENQUIRIES** : Mrs RN Mazwi Tel No: (012) 336 7554  
**APPLICATIONS** : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [RecruitHO10@dws.gov.za](mailto:RecruitHO10@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION** : Recruitment and Selection Unit

**POST 10/58** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 310325/03**  
 Branch: Infrastructure Management: Central Operations  
 Dir: Operations Central

**SALARY** : R522 741 per annum, (OSD)  
**CENTRE** : Pretoria (Central Operations)  
**REQUIREMENTS** : A National Diploma in Electrical / Electronic Engineering or relevant qualification. Six (6) years post qualification technical (Electrical/Electronic Engineering) experience. 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 Management, Technical design and Analytical skills. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication, computer and people management skills.

**DUTIES** : Monitor electrical / electronic services to the Government Water Schemes and Water Users Associations. Manage administrative and related functions e.g. Monitor the implementation of Capital and Operational funded projects through conducting site inspections, site meetings, compilation and submission of progress reports. Familiarity with PLC and SCADA systems. Research and development of technologies to enhance electrical / electronic designs and existing operations.

**ENQUIRIES** : Mr A Sayed Tel No: (012) 741 7307  
**APPLICATIONS** : Central Operations (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [CETP@dws.gov.za](mailto:CETP@dws.gov.za) or hand deliver to: Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001 or post to: The Department of Water and Sanitation, Private Bag X273, Pretoria, 0001.

**FOR ATTENTION** : Mr Lucky Manganyi  
**NOTE** : NB: Candidates will be required to complete a practical and theoretical test.

<b><u>POST 10/59</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 310325/04 (X2 POSTS)</u></b> Branch: Infrastructure Management Head Office Dir: Engineering Services
<b><u>SALARY</u></b>	:	R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Head Office Pretoria
<b><u>REQUIREMENTS</u></b>	:	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 a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in technical design and analysis. Extensive computer-aided design (CAD) and related engineering application experience. Excellent communication skills (both written and verbal), good report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Provide technical services and support in a design drawing office environment. Produce and edit civil engineering designs and drawings. Work independently as well as in teams assisting engineers and technologists. Promote safety in line with statutory and regulatory requirements. Ensure quality of technical designs and drawings in line with standards and specifications. Compile and submit reports as required. Provide guidance and mentorship for Graduate trainees and candidate technicians. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.
<b><u>ENQUIRIES</u></b>	:	Mr. V Monene Tel No: (012) 336 7842 or Mr Dudley Johnson Tel No: (012) 336 8201
<b><u>APPLICATIONS</u></b>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:RecruitHO10@dws.gov.za">RecruitHO10@dws.gov.za</a> or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Recruitment and Selection Unit
<b><u>POST 10/60</u></b>	:	<b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 310325/05</u></b> Branch: Regulation Compliance and Enforcement Dir: Water Use Licencing Sd: Agriculture & Stream Flow Reduction
<b><u>SALARY</u></b>	:	R325 917 – R 556 080 per annum, (OSD), (Offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Head Office Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Environmental Management or Natural Sciences. Experience in water services management or regulation will be an added advantage. The disclosure of a valid unexpired driver's license. Understanding of the Department's role and policy with respect to water resource management. Knowledge of National Water Act 36 of 1998, Water Service Act 108 of 1997, related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge and understanding of the sector: relevant legislation (CARA, NEMA and MPRDA) together with related policies, regulations, principles, guidelines, tools and procedures and policy development, implementation and monitoring. Computer skills (MS Office, Excel and PowerPoint). Good communication skills both verbal and written. Good presentation and report writing skills. Ability to provide technical and scientific support to other Departments within Water and Sanitation functions. Ability to travel to provinces and country wide. Ability and willingness to work abnormal hours. Ability to work under pressure. Ability to organize stakeholders' engagements and interact with communities in official events.

**DUTIES**

: Provide support and guidance to the Department's components and water management institutions in processing of water use authorization applications from all water use sectors. Maintain relationships with stakeholders and coordinate engagements within the department and broader water sector. Provide technical advice to water use authorization related enquiries. Development, implementation and review of regulatory tools for water use authorisation. Develop, update, maintain and provide training on policies, legislation, protocols and guidelines for water use authorisation. Participate in the assessment of water resource management research needs for the directorate. Participate in water use authorization appeals and litigation process. Participate in engagements with other Departments responsible for permitting within the broader environmental sector. Compile reports and make presentations internally and externally.

**ENQUIRIES**  
**APPLICATIONS**

: Mr T Khosa Tel No: (012) 336 7496  
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: [RecruitHO10@dws.gov.za](mailto:RecruitHO10@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.  
: Recruitment and Selection Unit

**FOR ATTENTION**

**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

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

**APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Zuko Bebola Tel No: (012) 359 0417/ Mr Joseph Mahlangu Tel No: (012) 359 0238

**CLOSING DATE** : 04 April 2025 at 16:00

**NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The



Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities

#### **MANAGEMENT ECHELON**

**POST 10/61** : **DEPUTY DIRECTOR-GENERAL: MONITORING, EVALUATION, RESEARCH AND COORDINATION REF NO: DWYPD/007/2025**

**SALARY** : R1 741 770 per annum (Level 15), full inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate, appropriate post graduate qualification (NQF level 8) as recognised by SAQA in Social Science, Development Science or relevant qualifications; and (NQF level 9) and above qualification will be an added advantage; Certificate of Successful completion of the National School of Government's SMS Pre-Entry Programme prior appointment. A minimum of 8 years' experience at a senior managerial level. Proven experience in activism in the gender, youth and disability activism; development, review and implementation of legislation and policies on socio-economic transformation, participation and empowerment of women, youth and persons with disabilities; stakeholder management at executive and community levels; management of gender-, youth- and disability-responsive planning, budgeting, monitoring evaluation and audit. Intimate knowledge of the legislative framework and regulatory requirement related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; socio-economic policy framework; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

**DUTIES** : Provide transversal services in relation to Research, Knowledge Management, International Relations; Stakeholder Management and Monitoring and Evaluation for Women, Youth and Persons with Disabilities. Ensure research and knowledge management on the transformation and rights of Women, Youth and Persons with Disabilities; develop and implement a research strategy on transformation and rights of Women, Youth and Persons with Disabilities; establish and manage a centralised evidence-based knowledge hub on Women, Youth and Persons with Disabilities transformation issues. Manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities; manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Ensure effective government-wide monitoring and evaluation of policy priorities towards the transformation and empowerment of Women, Youth and Persons with Disabilities; monitor the implementation of key priorities and government-wide interventions towards the transformation and empowerment of Women, Youth and Persons with Disabilities; evaluate the effectiveness and impact achieved towards the transformation and empowerment of Women, Youth and Persons with Disabilities. Management of the Branch: Monitoring, Evaluation, Research and Coordination: effective, efficient and economic management of the Budget Programme and respective Sub Programmes.

**ENQUIRIES** : Mbhazima Shiviti Tel No: (012) 359 0262  
**APPLICATIONS** : [Recruitment03@dwypd.gov.za](mailto:Recruitment03@dwypd.gov.za)

<b><u>NOTE</u></b>	:	Preference will be given to Women and Persons with Disabilities.
<b><u>POST 10/62</u></b>	:	<b><u>CHIEF DIRECTOR: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/008/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 436 002 per annum (Level 14), fully inclusive remuneration package Pretoria Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF level 7) in Information Management/Social Sciences, Development Science as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry Programme prior appointment; A minimum of 5 years' experience at a senior managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels. Intimate knowledge of the legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.
<b><u>DUTIES</u></b>	:	To manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities. Manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; promote alignment of national laws, legislation and policies to global, regional and sub-regional instruments to advance global integration; coordinate reporting on South Africa's compliance with and performance in relation to national, international, regional and continental commitments; facilitate the establishment of mutually beneficial bilateral relations with strategic countries; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making. Manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate inter-governmental relations to advance the rights of Women, Youth and Persons with Disabilities; develop interactive platforms for Women, Youth and Persons with Disabilities to articulate their concerns, needs and challenges; engage other stakeholders on socio-economic transformation and implementation of rights of Women, Youth and Persons with Disabilities; coordinate case management and establish referral and follow-up mechanisms; develop and maintain stakeholder databases; coordinate National Machineries for Women, Youth and Persons with Disabilities; provide technical support and advisory services to stakeholders across all spheres of Government on transformation and rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Management of the Sub Programme: manage the human and financial resources of the Chief Directorate; manage and report the strategic performance; manage risk mitigation and implement internal control systems.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Mbhazima Shiviti Tel No: (012) 359 0262 <a href="mailto:Recruitment01@dwypd.gov.za">Recruitment01@dwypd.gov.za</a> Preference will be given to Women and Persons with Disabilities.
<b><u>POST 10/63</u></b>	:	<b><u>DIRECTOR: SECURITY AND WORK ENVIRONMENT MANAGEMENT REF NO: DWYPD/009/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), fully inclusive remuneration package

**CENTRE**  
**REQUIREMENTS**

: Pretoria  
: Applicant must be in possession of a Grade 12 certificate and an appropriate Bachelor's degree (NQF level 7) in Security Administration/ Management/Policing as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry Programme prior appointment; Registration with PSIRA will be added advantage. A minimum of 5 years experience at a middle/senior managerial level. Knowledge of Legislative framework on security and the MISS document, Provisions of the Public Finance Management Act (PFMA) Public service Act and Regulations, Employment Equity Act, Departmental policies and applicable protocols; Departmental governance framework and mandate, Security Management, SA legislative framework especially the National Strategic Intelligence Act of 1994 as amended, Occupational Health and Safety, Regulations and SHERQ, Department's Strategic objectives.

**DUTIES**

: Manage the leasing, allocation, maintenance, refurbishment and renovation of offices in the Department; manage the implementation of lease contract and ensure proper documentation, engage with the Department of Public Works and Infrastructure and other service providers on issues pertaining to facilities, plan and manage office allocation and inter-office movement, respond to emergency and systems failures, plan and manage the cleaning, maintenance, refurbishment and renovations and fleet management; Ensure compliance with environmental health and safety standards in the Department; conduct health and safety awareness campaigns, ensure that evacuation drills are conducted annually, develop and implement healthy safety policies, ensure that health and safety equipment and clothing is allocated to safety officers, ensure the appointment and training of the OHS Committee members in line with Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended, develop and implement the Contingency Plan for evacuation purposes; Manage the provision of physical and information security in the Department; ensure the implementation of the Minimum Information Security, Standards document, ensure the implementation of access and egress and egress control, ensure effective implementation of protection information measures, ensure the security screening and vetting of personnel, contractors and consultants, engage SAPS and State Security Agency on physical and information security appraisals, ensure the application of Technical Surveillance Counter Measures (TSCM) in relevant offices, ensure the establishment and appointment of the security committee members, manage the Service Level Agreement (SLA) with appointed service provider; Oversee waste disposal, cleaning, parking and fleet management in the Department; Coordination of security cluster during Departmental event; ensure the application for the categorization of the event by SAPS, application to SSA for accreditation and security screening of service provider and ensure that the Department appoints qualified Health Inspector for events.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Mbhazima Shiviti Tel No: (012) 359 0262  
: [Recruitment04@dwypd.gov.za](mailto:Recruitment04@dwypd.gov.za)  
: Preference will be given to Women and Persons with Disabilities.